

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Human Resources Director

LOCATION: West Pine

REPORTS TO: Assistant for Temporalities

FLSA: Exempt

GENERAL SUMMARY

The Human Resources Director is responsible for providing strategic leadership and comprehensive oversight of all human resources functions within a Catholic religious organization. Operating as a one-person HR office, the Director ensures full compliance with federal, multi-state, city, and local employment laws; upholds the organization's Catholic mission and values; and manages all HR operations including recruitment, employee relations, performance management, payroll, benefits, compensation, training, compliance, and risk management. The Director works closely with leadership to foster a respectful, mission-centered, and legally compliant workplace culture.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. HR Leadership & Strategy

- Serve as the organization's primary HR advisor to leadership.
- Develop, implement, and maintain HR strategies, policies, and systems that support the mission and Catholic identity of the organization.
- Ensure ethical, confidential, and just practices in all HR aspects.

2. Compliance & Legal Oversight

- Ensure full compliance with federal, multi-state, city, and local employment laws.
- Maintain up-to-date knowledge of employment regulations and communicate emerging issues to leadership.
- Prepare required government reports such as EEO-1, ACA reporting, and workers' compensation filings.
- Maintain accurate, compliant HR documentation and records.
- Serve as the main resource for risk management related to employment matters.

3. Employee Relations & Workplace Integrity

- Administer employee relations policies to promote a respectful and healthy workplace.
- Provide coaching and guidance to supervisors on performance concerns and conflict resolution.
- Review all disciplinary documentation to ensure fairness and legal compliance.
- Assist leadership in termination processes ensuring fairness and compliance.
- Maintain secure and confidential personnel records.

4. Policy Development & Interpretation

- Initiate, recommend, revise, and interpret personnel policies and employee handbooks.
- Ensure policies reflect current laws and align with Catholic teachings.
- Communicate policy changes effectively to leadership and staff.

5. Recruitment & Talent Acquisition

- Manage full-cycle recruiting for all staff positions.
- Create job postings, screen candidates, coordinate interviews, and prepare offer letters.
- Ensure hiring practices support the mission and comply with religious exemption guidelines.
- Lead onboarding and orientation programs.

6. Benefits Negotiation & Administration

- Lead annual negotiations with brokers and carriers for all benefit plans.
- Administer employee benefit programs including enrollment and education.
- Manage open enrollment and benefits communication.
- Maintain benefits documentation, tracking, and reporting.

7. Payroll & Compensation Administration

- Oversee payroll administration ensuring accuracy and compliance.
- Administer compensation programs and salary reviews.
- Conduct compensation benchmarking.
- Maintain payroll-related documentation.

8. Workers' Compensation

- Manage all workers' compensation claims, reporting, and case management.
- Coordinate return-to-work processes.
- Serve as liaison with insurance carriers and supervisors.

9. Performance Management

- Coordinate the annual performance appraisal process.
- Support managers with goal setting and performance documentation.
- Oversee timelines and recordkeeping for evaluations.

10. Employee Training & Development

- Identify training needs and coordinate compliance and professional development programs.
- Provide training on leadership, supervision, and Catholic mission orientation.
- Support continuous learning initiatives.

11. HR Administration

- Maintain HRIS data, personnel files, and confidential information.
- Provide HR reporting and analytics.
- Inform leadership of HR trends, risks, and legal updates.
- Perform all duties consistent with a one-person HR department.

QUALIFICATIONS AND EXPERIENCE

Required:

- Bachelor's degree in human resources, business, or related field.
- Minimum 7 years of progressive HR experience with broad generalist responsibilities.
- Strong knowledge of employment laws across multiple jurisdictions.
- Experience in employee relations, disciplinary procedures, benefits administration, payroll administration, and recruitment.
- Excellent interpersonal, communication, and organizational skills.
- Ability to work independently and manage complex responsibilities.
- Demonstrated integrity, confidentiality, and sound judgment.

Preferred:

- Experience in a Catholic, religious, or nonprofit environment.
- Familiarity with Catholic teachings and willingness to support the mission.
- HR certification (SHRM-CP/SCP or PHR/SPHR).
- Experience negotiating benefits and managing multi-state HR operations.

Personal Attributes

- Mission-driven and respectful of Catholic beliefs and practices.
- Approachable, diplomatic, and able to build trust.
- Ability to handle sensitive information with discretion.
- Adaptable, detail-oriented, and self-directed.
- Strong problem-solving and decision-making skills.

Physical Demands and reasonable Accommodations:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- **Prolonged periods of sitting** at a desk and working on a computer.
- **Ability to lift up to 15–20 pounds** occasionally (files, office supplies, records boxes).
- **Frequent walking, standing, and reaching** during interactions with staff or when retrieving documents or files.
- **Ability to operate standard office equipment**, including computers, printers, copiers, and telephones.

Work is generally in an office setting with regular travel to programs at the Marianist employment locations. Occasional weekend or evening work. Some work with computers requires sitting for some periods; using hands to handle objects, lift objects or materials of up to twenty pounds. Must be able to use telephone (hear and speak).

Job descriptions are not intended, nor should they be construed, to be all-inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

Salary and Benefits

Competitive salary and benefit package includes medical, dental, life, LTD, 403B and paid time off.

To Apply

Email cover letter and resume to: megarcia@sm-usa.org