



Human Resources Director

We are Peninsula Covenant Church (PCC) and we believe the church makes a difference in the lives of people in Redwood City and on the Peninsula. We are seeking a thoughtful and thorough leader to direct the human resources needs of four PCC entities: Church, Community Center, School Age Child Care, and Preschool. Our organization employs over 250 individuals.

A successful candidate will be responsible for all aspects of their employment needs and will enhance our cultural values by placing people and the Gospel at the center of all we do. Additional responsibilities include overseeing the onboarding process and ensuring the organization is in compliance with federal, state, and in-house regulatory requirements and procedures. If you love working with people and have 6+ years experience in HR, we would love to talk to you about this position.

RESPONSIBILITIES

- Process and manage the full cycle employee administration, including onboarding, employee status changes, employee file maintenance and offboarding
- Ensure compliance with all employment related legal and regulatory requirements by guiding staff policies, procedures, handbook and performance management.
- Ensure PCC is compliant with state and federal requirements such as employment classifications, worker notifications, PTO, Paid Sick Leave, LOA, Disability, Workers Compensation, withholding exemptions.
- Direct and participate in the development of HR processes and programs.
- Manage the employee benefits, health plans, retirement plans, etc.
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive
- Work with the Executive Pastor to strategically plan HR initiatives and protocols that will encourage more efficient and beneficial work from employees
- Promote a positive and open work environment where employees feel comfortable speaking up about issues

QUALIFICATIONS

- Bachelor's Degree in Human Resources or related field required
- An authentic faith as a follower of Jesus Christ
- 6+ years' experience in human resources
- Ability to develop trust with, coach, and counsel leaders
- Able to maintain a high level of confidentiality
- Must be a team player, willing to jump in and assist where needed

- Strong understanding of the interviewing process, benefits administration, payroll, HRIS and other HR functions
- Advanced knowledge and practical expertise of employment law and compliance processes and practices within nonprofit sector
- Excellent communication, leadership and planning skills
- Relevant certifications (PHR, SPHR) highly desirable

Job Type: Full-time

If you are qualified and interested in this position, please submit your resume and cover letter to bethw@wearepcc.com.