

JOB DESCRIPTION



Division / Department	Human Resources						Effective Date : 3/10/2025		
Location	Plano Office						Revision Date: 3/5/2025		
Job Title	Human Resources Director								
Reports to	Executive Vice President of Hispanic Global Mobilization								
TYPE OF POSITION									
X	Full-time		Partner-funded					Intern	Exempt
	Part-time		Self-funded					Volunteer	Non-exempt
	Hybrid Role	% Wages	Field	%	Capacity	%		Contractor	#Weekly Hours
SUMMARY/GENERAL ACCOUNTABILITY									
<p>The Human Resources (HR) Director upholds the e3 Partners Ministry vision within all aspects of HR. The HR Director oversees all Human Resources activities, stewarding and overseeing the HR Department. The person in this role is responsible for effectively planning, designing, developing, evaluating, measuring, and achieving Human Resource-related strategies, initiatives, and Human Resource administrative processes that support e3 Partners' strategic goals and values. This position will report to the Executive Vice President of Hispanic Global Mobilization and serve as a key member of the Senior Leadership Team.</p>									
ESSENTIAL DUTIES:									
<p><i>Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.</i></p> <ul style="list-style-type: none"> • Oversee HR operations and supervise HR staff • Develop and steward strategy to support the ministry goals of e3 in the key areas of responsibility for HR (recruiting, acquisition, ministry partner development, cross-cultural preparation, orientation, security, payroll/benefits) • Develop, manage, and track the HR department's annual budget • Provide direction, guidance, and training to HR staff • Build and maintain relationships with external vendors • Manage implementation of HR projects • Oversee employee disciplinary meetings, terminations, and investigations • Maintain compliance with federal, state, and local employment laws and regulations as well as recommend best practices, reviews policies, and practices to maintain compliance • Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law • Oversee the regular review of budget-funded staff • Manage the confidential HR record processes of both electronic and written files and information systems related to HR • Evaluate and make recommendations for compensation ranges • Steward organizational policy and procedure • Collaborate with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention • Participate in collaborative forums with operations and field staff, such as the HR Cohort • Identify staffing and recruiting needs and develop and execute best practices for hiring and talent management 									

Template vs. 09-29-2017 (red letter content required for all descriptions)

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- Conduct research and analysis of organizational trends, including review of reports and metrics from the organization's Human Resources Information System (HRIS) or talent management
- Facilitate professional development, training, and certification activities for HR staff
- Perform other duties as assigned

COMPETENCY REQUIREMENTS:

Skills/Requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field
- Previous experience working in HR and thorough knowledge of employment-related laws and regulations
- Excellent organizational skills and attention to detail
- Experience in project management
- Strong interpersonal skills and ability to effectively communicate with teams across the entire organization
- Excellent leadership and decision-making skills
- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to act with integrity, professionalism, and confidentiality
- Proficiency with Google Workplace and ability to quickly learn Salesforce and other systems

Ministry Requirements

- Interact with others as an ambassador of faith
- Perform duties according to the Word of God and biblical standards as drawn from Scripture
- Serve as a messenger or teacher of faith according to e3 doctrinal statements and beliefs
- Assist others to cultivate intimacy with God and growth in Christ-like character through personal and corporate spiritual disciplines

Spiritual Requirements:

- Be completely surrendered to the Lordship of Jesus Christ
- Bear witness of Christian character in daily life by biblical definition
- Be a member in good standing of a local church
- Agree with the e3 Partners Doctrinal Statement
- Represent Christ and the beliefs of e3 to the larger community

WORK CONDITIONS

- Occasional travel required (10-20 days per year)
- Occasional flexibility required with work hours and schedule (including some weekends and evenings) based on nature of work and organizational priorities.

PHYSICAL DEMANDS

- This position requires:
 1. 70-90% sitting
 2. 10% standing
 3. Minimal bending, stooping, and lifting

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REQUIRED EDUCATION and EXPERIENCE
<ul style="list-style-type: none"> • Bachelor's degree or equivalent work experience • HR experience with non-profit, faith-based organization
PREFERRED EDUCATION
<ul style="list-style-type: none"> • Bachelor's degree or higher level
JOB SCOPE and DECISION MAKING
<ul style="list-style-type: none"> • Performs duties with little or no direction, operating from established directions and instructions. Decisions are made within general ministry policies and procedures but occasionally require independent decision making • Work schedule of 40 hours per week, typically Monday-Friday, with occasional weekend and/or evening hours for events and travel • Full-time position with employee benefits

SIGNATURE STATEMENT: I understand my essential duties and responsibilities.

APPROVED BY MANAGER		Date:
APPROVED BY HR MANAGER		Date:
APPROVED		Date:
STAFF MEMBER		Date:

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

e3 Partners Ministry reserves the right to revise or change job duties, qualifications, and standards as organizational requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.