

Foothill CHURCH

PEOPLE & CULTURE MANAGER OPERATIONS

OVERVIEW:

Foothill Church exists to glorify God by living as disciples of Jesus who make disciples of Jesus. This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we will need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole.

ROLE SUMMARY:

The People & Culture Manager will serve Foothill Church, Foothill Christian School and Foothill Preschool in the areas of employee acquisition, benefits, administration, training, and addressing various personnel needs.

QUALIFICATIONS:

- A personal relationship with Jesus Christ.
- Agree wholeheartedly with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life.
- Commit to exhibit a lifestyle that is consistent with Foothill Church's Code of Conduct and Ethics.
- Covenant Partner of Foothill Church or in process of becoming a Covenant Partner.
- Undergraduate degree preferred.
- Human Resources or Organizational Development background and experience preferred.

ABILITIES:

- Mature faith in Jesus Christ, regularly participating in the life of the church.
- Detail-oriented and organized.
- Trustworthy, discreet, and diplomatic.
- Self-starter and disciplined to work in an unsupervised environment.
- Adaptable to changes in roles and responsibilities.
- Demonstrable experience in creative, forward-thinking, and problem-solving environments.
- Complete a number of diverse, unfinished projects.
- Sense of humor and personable.
- Humble and teachable.
- Lead a team.

HR specific gifts and abilities:

- Manage sensitive and confidential material.
- Manage multiple tasks, variety, and shifting priorities.
- Strong written and oral communication skills.
- Strong customer service skills to facilitate work with a variety of people, within all levels of the organization, and able to maintain a variety of vendor relationships.
- Independent worker and enjoys collaborating with a team.
- Human Resources background (preferred) and desire to learn more about the HR field.

KNOWLEDGE, SKILLS, and DEMANDS:

Knowledge

- Basic understanding of Foothill Church's DNA, and basic theological principles.
- Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.
- Human Resources and organizational development background and experience.

Skills

- Perform duties with minimum or no supervision.
- Approach and carry on a conversation with all levels of staff, vendors, brokers, etc.
- Excellent written and oral communications.
- Discerning, navigating, and prioritizing the importance of multiple employee needs.

Mental Demands

- Understand verbal and written instructions.
- Work cooperatively with others.
- Follow directions.
- Delegate tasks to volunteers and oversee that they are done properly.
- Problem solve quickly, without showing stress.
- Interpersonally agile; easy to approach and talk to.

- Heavy workload volume requiring continual prioritization of tasks.
- Quick to think on your feet.
- Creatively managing tasks and people to bring positivity and encouragement.

Physical Demands

- Lift 25 pounds.
- Sit for long periods of time.

Environment

- Work well with others and share resources.
- Work in a fast-paced environment.
- Maintain safe and clean work conditions in the areas assigned.

Technologies

- Use a computer; accessing email and other software used by the Church.
- Proficient in Microsoft Excel, Word, and Google Docs.
- Preferred familiarity and skill with HR database, benefits software, and payroll systems.

SPECIFIC DUTIES and RESPONSIBILITIES:

- Employee Life Cycle/Support
 - o Manage inquiries and applications, hiring, on-boarding, and orientation for all new employees.
 - o Manage pre-employment required testing and related requirements for employment.
 - o Manage personnel status changes to ensure completed paperwork and HR systems integrity. Regular interface with supervisors to stay on task.
 - o Provide first-level support for ensuring the needs of 160-plus employees, responding to various HR and personal questions, often requiring interfacing with multiple service providers.
 - o Provide counseling, prayer, and various levels of support for employees.
 - o Provide training of employees in areas such as new or changing processes, use of systems and technologies, and other HR-related aspects.
 - o Manage various administrative tasks including, but not limited to, the following:
 - Invoicing
 - Ordering supplies and materials
 - Scheduling
 - Correspondence
 - o Manage employment verifications.
 - o Manage the exiting process.
- Benefit Administration
 - o Manage open enrollment and year-round benefit election processes for all insurance offerings and health premiums.
 - o Manage short-term and long-term disability processes, tracking leaves of absences (LOAs) and health premiums.
 - o Manage retirement enrollments and status changes.
 - o Manage ancillary programs (example: Aflac).
- Compliance
 - o Manage I-9 process(es) to ensure compliance with state and federal programs, as required.
 - o Manage EEO process(es) to ensure compliance with state and federal programs, as required.
 - o Manage Affordable Care Act (ACA) reporting process(es) to ensure compliance with state and federal programs, as required.
 - o Manage OSHA and workers' compensation activity, including ensuring required forms and processes are followed, coordinating claims submission, and any required agency reporting.
 - o Assists with research regarding employment law and regulations and policy development.
 - o Manage regular employee compliance documentation (example: pastoral care and church verifications).
- Training and Development
 - o Provide ongoing training and education to both supervisors and employees regarding employee benefits and hiring / termination processes.
- Provider/Vendor Relationships
 - o Assist in managing 30 providers and vendors that support Foothill's various benefits and systems, ensuring acceptable performance and service standards.
- Systems and Technologies
 - o In conjunction with Finance, maintain the Paylocity system setup to meet the needs of Foothill's payroll, hiring, tracking, benefits applications, reporting, and compliance functions.
 - o Manage and update, as necessary, ongoing maintenance of systems used in support of HR to ensure currency and accuracy.

- o Maintain and update, as necessary, all Human Resources forms, documents, and new employee orientation materials.
- Human Resources Filing and Reporting
 - o Maintain human resource departmental and employee files to ensure currency and accuracy.
 - o Provide reporting in support of employees, training, benefits, and compliance.

REPORTING:

- Reports directly to the People and Culture Officer.
- Amenable to the Executive Pastor of Operations and the Superintendent.

SHARED VALUES:

- **“I can do that.”** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
- **“Make it better.”** We are committed to a culture of improvement. We will never arrive. There’s always something we can do better, and we will constantly look for those minor tweaks and major improvements.
- **“Make it happen.”** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made we will make it happen. We value doing over dreaming.
- **“Work should be fun.”** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
- **“Keep it simple.”** We will fight the urge to create more complexity. We will say “No” unless we’re presented with a golden opportunity or notice a fatal flaw.

POSITION TYPE:

- Part-Time Benefit Eligible.
- Regular.
- Non-Exempt.
- Level 2.

Schedule: 5 days a week Monday through Friday.

Hours: 30 hours.

Pay Range: \$30-35/hr.

Benefits: Medical, Dental, Vision, Life, Disability, Retirement, Sick Leave, Paid Time Off, Holidays. See [Benefits Summary](#) for details.