

Ministry Description: Operations / HR Director

Requirements

Must have accepted Jesus Christ as your personal Lord and Savior and committed to serve Him faithfully.

Must be in full agreement with and actively support the mission and vision of AICM.

Must be in agreement with AICM Statement of Faith.

Must be an active member of a local Christian Church or Church of Christ.

Minimum Qualifications

Have course work or experience in business, human resources or ministry leadership.

Desired

Have a degree and experience in management - particular dealing with staff or volunteers. Have experience in clerical and administrative duties in a professional office environment (including some computer skills – Microsoft etc.). Have good planning and organizational skills, good public relation and communication skills.

Objective

To assist the Executive Director in administrative duties and responsibilities. The Operations / HR Director's primary responsibility is to manage AICM staff. Working with long term volunteers will also be required. The Operations / HR Director will also be responsible for mission operations when the Executive Director is off campus (second in command - so to speak).

Supervision & Evaluation

Responsible to the Executive Director of AICM. Will be evaluated on an annual basis

Duties and Responsibilities of the Operations / Human Resource Director

- Hire staff: Identify staff vacancies, recruit, interview and select applicants. Terminate staff that violate AICM policies (those who were previously warned & put on report see staff handbook for procedures). All new hirers and terminations must be discussed with the Executive Director for final approval.
- Provide current and prospective employees with information about policies, job duties, working condition, wages, AICM policies, opportunities for advancement and employee benefits.
- Manage staff: Instruct, assess needs, administrate discipline & do annual evaluations of supervisors.
- Communication: Must meet with the supervisors of every department (independently) at the start of each week to find out what went well and what problems may have accrued the previous week. Then ask them if they need anything for the week and make sure they get what they need. Also give them whatever instructions are necessary.
- Encourage and challenge staff to grow in their faith & arrange staff social events (BBQ, staff parties etc).
- Resolve any conflicts or disagreements between staff members, Ministry Teams or volunteers.
- Assist the Executive Director and the Business Manager with establishing the salaries for staff and making any adjustments as necessary.
- Maintain personnel records system, and accurate employee related handbooks.
- Conduct exit interviews to identify reasons for employee turnover.
- Recruit and train volunteers and interns (they are usually for summer work, to assist Ministry Teams etc).
- Give a weekly report to the Executive Director regarding staff needs, any issues & staff performance.
- Work with the Maintenance Director & Nurse to maintain a safe environment & investigate accidents.

- Assist the Executive Director with administrative duties & complete assignments in a timely manner.
- Will be responsible for mission operations when the Executive Director is off campus.
- Accept any additional duties or modifications to current duties that are given by the Executive Director.