

**Position:** Human Resources Director

**Department:** Central Services

**Wage:** \$21 - \$24

**Combined Schedule:** TBD

**Reports To:** Operations Director

**Exemption Status:** Exempt

**Hours:** 24-28 hours/week.

---

### Summary of Duties

The HR Director works with the CTK Network to create and support a healthy professional culture by serving as an advocate for CTK and its employees.

---

### Essential Functions

- Facilitate and document new staff recruitment and orientation and internal transitions (including firing and department transfers)
- Maintain the Employee Handbook of HR policies, systems and processes and oversee yearly review
- Inservice Training: Collaborate in the coaching, performance management, DISC, strategic ministry team development, and administration of staff continuing education
- Reporting to Senior Leadership and Elders about quarterly state of affairs
- Attendance at all staff and departmental meetings, and other duties desired by the Operation Director.

---

### Knowledge, Skills, and Abilities Required

- Intermediate to advanced Human Resource experience preferred
- High level confidentiality
- Working knowledge of employment law
- Basic understanding of human resource management
- MS Office, Google Suite, and database management skills
- Demonstrated interpersonal, organizational, and coaching skills
- Broad knowledge and experience in organizational development – College-level training preferred