



Grace at the Fray

HR Director for Mission Agency **Full-Time Job Opening in Jenkintown, PA**

Serge is a non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide. We're seeking to add a full time Human Resources Director to the home office and provide high-level strategic leadership to our organization and to the existing HR department. This department supports both our stateside workforce and our staff overseas.

The Director will lead Serge's company-wide HR strategy, directing vision, systems and practices toward holistic staff development, compliance and risk management. Full benefits include health insurance, retirement plan, and paid leave. If you have a passion for faith-based work and the expertise for this key leadership role, we invite you to apply. Qualified applicants will have significant strategic HR leadership experience.

Responsibilities

- Leads Serge's overall HR strategy.
- Guides employment relations, actions, and investigations.
- Forecasts both internal and external organizational risk to senior leadership, and leads in designing solutions.
- Advises senior leadership on current legal and compliance issues related to employment and HR in the US and globally.
- Fosters organizational and staff engagement and performance
- Champions and advises in the holistic development of Serge staff.
- Leads in the strategic management of Serge's benefits and compensation framework.
- Provides leadership and direction to the HR Department.

Requirements

- Desire to work in a faith-based organization and apply one's knowledge, skills, and abilities to advance the gospel, minister to others, and serve as needed.
- Commitment to Company Core Values, demonstrated in work and interactions.
- Bachelor's degree in Human Resources or related field. SPHR or advanced HR Certification required.
- Five years experience in a senior Human Resources leadership role.
- Proficient computer skills, including MS Office, MAC OS, HRIS-Payroll systems, Salesforce, Google products and applications.
- Excellent analytical, problem identification and problem-solving skills.
- High flexibility and ability to cope with stressful situations and frustrations; skills, sensitivity, and discretion in communications and in workplace relationships.
- Proven ability to effectively coach and provide feedback to senior leadership.
- Demonstrated skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations.
- Proven ability to devise, implement, and lead new HR solutions within an organization.
- International experience is preferred.
- HR experience in a highly decentralized work environment is preferred.
- Ability to manage multiple projects simultaneously with critical attention to detail.
- Willingness to locate to the Philadelphia area with option for a hybrid work schedule is preferable, but a fully remote role may be considered for an exceptional candidate.

To Apply, send resume and cover letter with salary requirement to Anita Wessner at HR@serge.org. For more information about our mission agency, visit www.serge.org.

4.5.2024