



Position: Director of Human Resources

Reports To: Chief Operating Officer

Job Summary: Oversee all Human Resources (HR) related functions and oversee and participate in the recruitment of new staff as well as manage and direct the Recruiting Staff. Oversee and track the personnel processes from initial contact, to departure to the field for overseas staff, as well as US based staff and handle logistics of those completing their term of employment with Beyond. To guide and participate in the Assessment of New Overseas Staff and US Staff. Participate in advertising for Beyond positions as well as assessment and participating in recruiting conferences and recruiting related events. Oversee and administrate benefits provided to Beyond members. Participation in the development and implementation of organizational policies.

Primary Responsibilities

1. Oversee HR functions for efficient and accurate onboarding of personnel to satisfy legal and organizational requirements.
2. Participating in the Assessment Committee for overseas staff, communication to applicants of acceptance decisions
3. Provide guidance to leadership regarding best practices in Human Resources matters.
4. Provide maintenance functions for personnel for governmental and personal needs.
5. Handling and execution of personnel status changes.
6. Liaison for Beyond to benefits providers.
7. Maintain and assist staff in the understanding and execution of benefits offered by Beyond.
8. Design, interpretation, and execution of organizational policies as directed.
9. Design and maintenance of Family Commons HR Page.
10. Design and maintenance of organizational HR systems.
11. Provide daily management of Human Resources staff & budget.

Qualifications/Experience:

- Called by God to:
- Be a servant.
- Be an innovative leader.
- A passion for lost people and a deep commitment to see church planting movements begin amongst unreached unengaged people groups.
- A committed and growing relationship with Jesus Christ as Lord and Savior.
- Humble, servant attitude.
- Good reputation, conforming to the highest standard of biblical morality and virtue; healthy family.
- Committed to the Mission and Vision of Beyond
- Excellent administrative skills, organized, and ability to work in a complex and dynamic environment.
- Demonstrated effective written, oral, and interpersonal communication skills.

- Computer and internet proficient, Word, Excel experience preferred. Ability to type 50 wpm.
- The ability to work collaboratively with others within the organization at all levels.
- Adhere to the policies and procedures of the organization.
- Ability to relate to special needs of cross-cultural workers.
- Previous experience in Human Resources Management and PHR Certification preferred.
- Experience in a non-profit organization preferred.
- Previous experience in a leadership role, with responsibility for direct management of staff, preferred.
- Bachelor's Degree preferred.

Hours/Compensation/Expenses:

This is a full time 40 hours per week position. The individual serving in this position will be given a salary and required to raise his/her own personal financial support over the stipend amount as per an approved budget. Travel and expenses related to carrying out this position may be available from the Human Resources Budget or funds raised, based on the individual's personal budget.

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing duties of the job, employee is occasionally required to type on a keyboard; stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work environment: the noise level in the immediate work environment is usually moderate.

Beyond is an at will employer.