

**PASTORAL INSTITUTE, INC.
JOB DESCRIPTION**

Job Title: HR & Professional Development Coordinator **FLSA:** Exempt

Report To: CFO **Date:** 1/19/18

Degree of Supervision: n/a

General Description:

Serves as the Pastoral Institute's HR generalist, and serves as Chapter Management Professional for SHRM-Columbus Area Chapter (contracted position). Serves as liaison to the PI Board regarding HR matters. Coordinates education programs for clinical staff and provides HR Law training programs as requested.

1. Coordinates all employee-related functions including, but not limited to:
 - recruiting
 - hiring
 - performance review process
 - employee training
 - disciplinary actions
 - employee events/activities
 - employee communications
 - terminations
 - payroll entry
 - benefit administration
 - Workers Compensation
 - employee-related policy development
2. Serves as liaison to the PI Board for all HR related matters
3. Coordinates on-site educational programs for PI clinical staff for CEU credit
 - Obtains clock hour credit, issues documentation, maintains records.
4. Develops and/or leads HR training classes for staff, churches, businesses and other organizations as needed in coordination with other divisions to fulfill needs of customers.
5. Attends Leadership Council and Board meetings regularly.
6. Manages SHRM-Columbus Area Chapter administrative service contract. (Est. 25-30% of job)
 - Manages and attends organization's luncheon meetings, workshops, Board meetings and other events.
 - Creates monthly PowerPoint presentation for meetings
 - Insures all presenters' PP presentations are loaded and operational, including sound, when needed
 - Maintains all records for organization (membership, financial, minutes, etc.).
 - Prepares reports for Chapter & National, as required, and keeps records of activities.
 - Manages and maintains membership records, and invoices and collects dues and other payments for training programs, meetings and events. Makes bank deposits, balances bank statements and documents income and expenses for Treasurer.

- Communicates Chapter business to all Members via email, Survey Monkey, etc., including balloting for officer elections.
- Manages the Chapter's website.
- Obtains professional development/recertification credits for workshops; maintains records of credited workshops; issues recertification documentation to attendees
- Maintains and transports Chapter equipment: laptop, projector, speaker, etc., and insures it is operational for meetings and events

7. Other duties as assigned.

Educational Requirements:

Minimum Bachelor's degree required.

Certification Requirements:

PHR, SPHR, SHRM-CP or SHRM-SCP certification preferred

Experience:

Minimum 8-10 years in general HR management and/or administration, to include training & development, required. Computer experience required to include but not limited to Microsoft Office (Word, Excel, PowerPoint, Access, Publisher), Internet, and operating within a network system. Previous public contact work is required. Tact and diplomacy a must for contacts with people under stressful conditions. Ability to make decisions based on urgency of the situation and in accordance with work procedures and Pastoral Institute policies. Must be able to work independently without close supervision. Must be dependable and maintain an excellent attendance record.

Physical Requirements:

Entails ability to see, hear, and speak clearly; ability to lift/carry up to 25 pounds; no extensive stooping, bending, or climbing.

Approved by: _____ **Date:** _____
 Executive Director/CEO