



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

HUMAN RESOURCES MANAGER JOB DESCRIPTION

DEPARTMENT: Human Resources / Operations

REPORTS TO: President & CEO

STATUS: Full-Time

CLASSIFICATION: Exempt

WORK HOURS: M-F days with flexibility for events

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build healthy relationships, better coping skills and a sense of purpose rooted in the living hope of Jesus, unleashing untold potential in themselves and their communities. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff, and teens. TreeHouse serves over 3,000 teens annually across 7 states and is growing to lead the nation in ending hopelessness among teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The Human Resource Manager is responsible for performing HR-related duties on a professional level and works closely with senior management in supporting all employees. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding / offboarding, policy implementation, recruitment / employment, and employment law compliance.

ESSENTIAL JOB FUNCTIONS

- Support the President and CEO in the design and execution of employee and organization development strategies that equip staff to carry out the TreeHouse mission
- Oversee the performance management review process to ensure consistency, fairness, and timeliness
- Provide support and input to management regarding employee relation issues from coaching to corrective action; proactively maintain a positive work environment through a fair and consistent resolution process

- Help create and interpret organizational policies, procedures, and guidelines to ensure alignment with the TreeHouse mission that are in compliance with government laws and regulations
- Partner with the CEO and Director of DEI to make certain all hiring, training and performance protocol meet organization DEI objectives
- Create and report metrics documenting the success of talent development initiatives and align initiatives with TreeHouse objectives and strategies
- Manage and conduct recruitment efforts for all exempt and nonexempt personnel, and temporary employees; conduct background checks, new-employee orientations; monitor career-pathing program; and write and post advertisements
- Support internal communications to ensure coordination of consistent and accurate messaging
- Maintain and update the employee handbook to ensure accuracy and timely distribution to employees
- Maintain knowledge of legal requirements and government reporting regulations impacting human resource functions and ensure that policies and procedures are in compliance
- Effectively partner with others to lead organizational initiatives such as organization design, large scale change management, employee engagement, team effectiveness, and coaching at individual, team, and organization levels
- Participate in developing department goals, objectives and systems
- Administer benefits, including open enrollment, claims resolution, change reporting, approving invoices for payment and communicating benefits information to employees
- Handle employee relations counseling, outplacement counseling and exit interviewing
- Manage the annual employee engagement survey process
- Partner with the Accounting Department on payroll data and distribution
- Maintain human resource information system records and compile reports from the databases
- Maintain healthy ongoing relationships with external vendors to help ensure timely follow through and strategic insights in providing value to TreeHouse employees

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse
- Bachelor's degree
- Minimum 3-7 years relevant HR experience (preferred)
- SHRM certification and participation (preferred)
- General knowledge of employment laws and practices
- Experience in the administration of benefits and compensation programs and other human resources programs such as Howard Simon and Salesforce
- Strong interpersonal skills; ability to work with individuals at all levels of the organization
- Self-motivated with ability to meet deadlines independently and as part of a team
- Desire to continue learning and improving skill sets
- Excellent written and verbal communication skills
- Sound judgement and confidentiality
- Excellent organizational skills