



Human Resources Director

[Signed Version](#)

Date: February 2023

To: Interested new employees

Details: This position opening is designed for a person of faith in Jesus Christ with training or experience in HR, fluency in sign language and desire to work in an international context.

Organization: DOOR International, an international faith-based organization serving the Deaf (one of the largest unreached people groups in the world), is seeking applications for a Human Resources Director.

DOOR International is a ministry of and for Deaf people, with 85%+ Deaf staff serving the ministry in a wide variety of capacities. Ideal candidates demonstrate a strong commitment to Jesus Christ, possess strong interpersonal and cross-cultural skills.

Description of Position: This position primarily serves US and international operations. Attention to detail and supervising the organization needs of the HR department reliably and confidentially are necessary for this position. This position of HR Director will oversee HR and clerical staff, provide reports, recruit, onboard and provide leadership to employees in a variety of areas related to HR support and training.

Title:	Human Resources Director
Full-Time/Part-Time:	Full-Time
Location:	Work site (can also be remote)
Salary:	Salary commensurate with qualifications and skills
Supervision:	Director of Operations is the supervisor for this position.



The ideal candidate will have natural and high fluency in at least one sign language and high proficiency in written English. Candidates should be proficient with Microsoft Office suite (Word and Excel specifically), Google and able to learn Human Resource data tools.

Principal Responsibilities: These will become Key Performance Indicators (KPIs) in reviews

- Provide timely responses and process when hiring and managing staff.
- Keep timely records paying careful attention to privacy laws and managing staff who keep records and communications confidential.
- Lead members of the domestic and international teams with strategic goals, timelines, reviews, reporting and KPI's.
- Demonstrate a consistent, daily, strong character of compassion and justice in all interactions.
- Travel less than 20% of the time to DOOR's field locations.

Requirements:

- Experience with HR database and HR solutions.
- Fluency in Sign language and fluency in written English.
- Some training in management, communication, leadership development.

Contact:

If these are your gifts and you are interested, please send a resume to Bob Terpstra, HR Director by email at employment@DOORinternational.org. We would love to see you join us in the adventure of supporting and reaching Deaf communities around the world.

Hours: Full-Time (~40 hours per week)

Office Hours: M-F 8 am to 4:30 pm Eastern Time, USA