



## Job Description

### *Human Resources Director*

<b>Position:</b>	Human Resources Director
<b>Full-Time/Part-Time: F</b>	Full-Time
<b>Location:</b>	Work site (Can be remote)
<b>Reports to:</b>	Operations Director

**Basic Function:** The Director of Human Resources (HR) at DOOR International provides executive-level leadership and guidance to the international operations related to human resources and management. The HR Director is responsible for setting, enforcing, and evaluating legally compliant human resources policies, procedures, and best practices that align with Biblical teachings as outlined in DOOR's Statement of Beliefs. The HR Director establishes various processes globally for identifying, recruiting talent and developing practices around talent retention and growth. The HR Director will implement cross-cultural strategies for successful long-term engagement with recently hired staff.

#### **Principal Responsibilities:**

- Recruit, interview, hire, train and provide best practices for successful employment
- Provide meaningful, confidential, proactive program for performance review
- Handle disciplinary and termination practices in accordance with DOOR's member care/employee manual
- Provide oversight of HR practices in DOOR's other locations
- Collaborate with executive leaders to support mission/vision as it relates to talent management
- Provide leadership for competitive compensation and benefits offered
- Provide leadership with compliance regarding employment, benefits and regulations as they arise

DOOR International is a non-profit organization that assists Deaf communities worldwide in translation of the Bible into various sign languages, as well as training of Deaf leaders in evangelism and church planting. DOOR is affiliated with Wycliffe Global Alliance, the Forum of Bible Agencies International, ECFA.



## Requirements:

- Excellent understanding and practices of cross-cultural communication and engagement
- Strong interpersonal skills with primary skill for relationship building; able to resolve conflict using earned trust and spirit of humility while paying close attention to cross-cultural practices
- Excellent verbal (preferred sign language affinity) and written communication skills
- Ability to problem solve and apply analytical thinking skills
- Able to perform and provide supervisory leadership
- Able to research employment-related laws and regulations; make the appropriate application
- Able to navigate HR software systems; function well within the agreed upon HR and operational platforms for DOOR International

Last update: 01.21.20

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