



## **Pregnancy Support Network Position Description**

**Position Title:** HR Generalist  
**Team:** Central Operations Team  
**Reports To:** Central Operations Team Lead

### **Position Summary:**

#### 1.) Requirements

- a. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- b. Be actively involved in a local church.
- c. Exhibit a strong commitment and dedication to the pro-life position and sexual purity
- d. Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, and policies of the center.
- e. Have a bachelor's degree, preferably in a related field, or commensurate experience in Human Resources
- f. Work well with others all around the Pregnancy Support Network
- g. Responsible for self-development and taking care of self
- h. Neat appearance and pleasant attitude

#### 2.) Duties and Responsibilities:

- a. Understand the mission, vision, and purpose of the organization. Be able to articulate this with excellence. Support it well and be a champion in your own church home.
- b. Manage HR including hiring, employee benefits, onboarding, off boarding and keeping the employee handbook up to date in accordance with both state and federal law.
- c. Recruit qualified staff for all areas of the ministry
- d. Attend other meetings as needed.
- e. Stay on the cutting edge with HR state and federal policies and laws.
- f. Proficient in the Microsoft Office Suite. Manage the SharePoint database.
- g. Excellent communicator both verbal and with the written word.
- h. Work with side consultants in the communications/marketing, accounting and IT managing all support tickets.
- i. Continually work to improve and document processes and procedures for the whole organization.
- j. Process payroll and manage HR software including PTO accruals and timecards.
- k. Depending on what is happening around the organization, position may be responsible to occasionally work at one of the other locations.



3.) Other Responsibilities:

- a. Depending on what is happening around the organization, position may be responsible to occasionally work at one of the other locations.
- b. Big-picture Pregnancy Support Network-Manage, plan and prepare for legal contracts. Working closely with CEO and Accountant. (May include insurance, copiers and other contracts.)
- c. Plan and prepare all staff trainings, including the annual Christmas party
- d. Prepare monthly board reports and maintain all board records.
- e. All other duties as assigned.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_