

## Southeastern Conference of SDA



# Career Opportunity Human Resources Director

Posted: July 15, 2020

**MISSION STATEMENT:** To reach the communities within Southeastern Conference (SEC) with the Christ-centered message of hope and wholeness. Organized in 1981, the Southeastern Conference covers the regional constituency of Florida except that portion west of the Apalachicola River, and that portion of Georgia south of and including the following counties: Appling, Baker, Ben Hill, Jeff Davis, McIntosh, Miller, Mitchell, Seminole, Telfair, Turner, Wayne, and Worth. Our synergy in diversity is the driving force that mobilizes clergy and laity for explosive evangelism to finish the work of the gospel.

**TAGLINE:** Sharing Hope, Restoring Wholeness

**PRIMARY CUSTOMERS:** Constituents of Southeastern Conference.

### **JOB OVERVIEW:**

**Company/Location:** Southeastern Conference Territory

**Salary Scale:** Based SDA Wage Scale

**Classification/Status:** Full-time / Exempt

### **Job Summary:**

The Human Resource Director will plan, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy in collaboration with the SEC Executive Secretary. The Director should possess extensive knowledge of principles, policies and beliefs of the Southeastern Conference and the Seventh-day Adventist Church. Advanced knowledge of principles and practices of human resource administration, advanced knowledge of sound techniques of all aspects of HR administration and legal compliance.

### **Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource management experience required.
- SHRM-CP or SHRM-SCP preferred.
- Knowledge of and experience with the SDA Regional Conference Retirement Plan preferred.
- Knowledge of and experience with Adventist Retirement (North American Division) helpful.
- Knowledge of and experience with Adventist Personnel System (APS.net) helpful.

### **Duties / Responsibilities:**

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- In coordination with the Executive Secretary plans, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- In coordination with the Executive Secretary administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management;

productivity, recognition, and morale; occupational health and safety; and training and development.

- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Works in conjunction with Treasury.
- Performs other duties as required.

### **Required Skills / Abilities**

- Must have an expressed commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, a Seventh-day Adventist church member in regular standing, and a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.
- Strong interpersonal relational skills. Knowledge and skilled in human relations.
- Ability to communicate effectively with the employer and the employee.
- Ability to perform administrative functions and skilled in strategic planning.
- Must be able to effectively present facts and recommendations in oral and written form.
- Knowledge of church structure and organization, including committee procedures, etc.
- Ability to perform broad administrative functions at the management level of the church organization. Previous staff management experience preferred.
- Balanced commitment to Christ, family, and ministry.
- Models servant-leadership.
- Attentive to detail, clear communication, and follow-through.
- Demonstrates administrative skills and skilled at chairing meetings.
- Good public speaking skills, writes and speaks English fluently.
- Demonstrates essential computer skills and interested in utilizing technology.

### **To apply for this job opportunity**

Please submit your Resume/Curriculum Vitae, along with a cover letter, to:

**Dr. Michael Owusu, Executive Secretary**  
**Southeastern Conference of Seventh-day Adventists**  
**1701 Robie Avenue, Mount Dora, Florida 32757**  
or send via E-mail to: [michael.owusu@secsda.org](mailto:michael.owusu@secsda.org) and to [vel.pye@secsda.org](mailto:vel.pye@secsda.org)

**Deadline to reply: July 29, 2020**

**We thank all applicants; however,  
only short-listed candidates will be contacted for interviews.**

**THE SOUTHEASTERN CONFERENCE OF SEVENTH-DAY ADVENTISTS IS A CHRISTIAN FACILITY. ALL EMPLOYEES ARE EXPECTED TO POSSESS CERTAIN CHARACTERISTICS AND QUALIFICATIONS AND TO COMPLY WITH THE POLICIES, RULES, AND PROCEDURES OF THE ORGANIZATION**