



## Job Description

<b>Title</b>	Human Resources Manager	<b>Status</b>	Full Time (Exempt)
<b>Department</b>	Business Operations	<b>Reports to</b>	Executive Director of Ministry Operations

### POSITION PURPOSE

Responsible for planning, directing and coordinating human resource activities, policies, and culture to fulfill its mission as followers of Jesus... *“to encourage all people to know the love of Christ.”*

### POSITION RESPONSIBILITIES

1. Human Resource Management:
  - Professional Employment Organization
    - Serve as the main point of contact with the Professional Employment Organization (PEO).
    - Work in conjunction with the Accounting Manager to process and review payroll.
  - Employee Administration
    - Support pre-hiring activities such as promoting, recruiting, interviewing, compensation and offer letters.
    - Manage all aspects of employee onboarding and offboarding including orientation, exit interviews and necessary documentation.
    - Lead disciplinary and termination processes including sensitive conversations with the Executive Director of Operations.
    - Responsible for preparing required notices, maintaining documentation, and follow up conversations for HR corrective action and termination.
    - Administer employee benefits including open enrollment, education, and addressing benefit related questions.
    - Ensure company policies are communicated, implemented and consistently applied across staff.
    - Manage the performance management processes, ensuring employees receive constructive feedback and recognition.
    - Responsible for ensuring compliance with labor laws and regulations are implemented with best practices, policies and procedures.
  - Growth and Development
    - Collaborate with leadership and implement HR strategies that support Hope’s culture and strategic goals.
    - Oversee employee training and development programs to enhance employee growth.
    - Responsible for building, improving, and implementing Hope’s cultural values
    - Train and coordinate regular check-ins with supervisory staff and provide additional training opportunities as necessary.
2. Other duties as assigned.

### REQUIRED SKILLS AND ABILITIES

- ❖ Bachelor’s degree in HR and experience preferred.
- ❖ Exceptional leadership, communication and interpersonal skills, with a strong knowledge of HR processes and procedures.
- ❖ Strong problem-solving abilities, organizational skills, a self-starter, steady under pressure and a decision maker.
- ❖ Knowledge of computer systems, including Microsoft 365.
- ❖ Committed to the mission and ministry of Hope Lutheran Church.

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### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Updated: May 2026