



Human Resources Manager

Use your interpersonal communication and problem-solving skills to lead our Human Resources (HR) department and help our staff advance the gospel around the world. Plan and manage all activities of the HR Team so that our staff is well positioned for effective and fulfilling engagement in the great commission. Lead efforts to motivate, develop, and evaluate our staff, ensuring that everyone in the organization reaches their full potential.

Qualifications – A good understanding of employment laws and regulations. The ability to handle sensitive and confidential information with integrity. Good conflict resolution skills. Proficiency in HR software. Demonstrate empathy and compassion in dealing with staff and volunteers. A commitment to team collaboration and a self-motivated work ethic. Competency in Microsoft Windows and Microsoft Office Suite. Experience in a Christian mission or non-profit organization is highly desirable. A Professional in Human Resources (PHR) certification desired.

Responsibilities – Oversee the completion of all personnel-related forms and annual reviews. Assist with refinements to the SonSet Solutions Policy Manual and enforce compliance. Monitor compliance of HR practices with established federal, state, and local standards. Be proactive in resolving personnel issues. Coordinate with the Mobilization Team on new staff recruitment. Oversee training, Member Care, hospitality, and staff events and celebrations. Work with the CFO in evaluating company benefits, salaries, and salary increases.

Fundamental Requirements – Be a born-again follower of Jesus Christ with a heart for service, passionate for the advancement of the gospel around the world, and willing to uphold the [SonSet Solutions Statement of Faith](#).

This is a full-time position at our offices in Elkhart, Indiana. For supported staff, it requires the development of ministry partnerships for prayer and financial backing. A volunteer may also fill this position.