



JOB ANNOUNCEMENT

HUMAN RESOURCES DIRECTOR

(Part-Time Position)

The Human Resources Director is responsible for overseeing the personnel needs of BRC. This position directs recruiting, hiring, payroll, training employees, and volunteers/interns. In addition, the Director will administer benefit packages and ensure that Human Resource practices comply with federal and state regulations. This position seeks to hire someone equipped with a positive attitude and looking for an opportunity to be creative, a leader, and work in a team environment.

Knowledge, Skills, and Abilities Required

- Must possess the skills to communicate, plan, organize, and evaluate work structure
- Having the ability to communicate effectively both orally and in writing is imperative
- Able to use effective principles and techniques to develop personnel policies and procedures
- Efficient in the principles and techniques of recruitment, selection, job classification, compensation, conducting and analyzing exit interviews, and employer labor relations
- Possess the ability to research, analyze, and develop job descriptions, job announcements and other job-related literature
- Detailed-oriented with the ability to manage multiple projects at a time
- Being capable of using computer systems, software, and other resources in personnel management
- Being able to work with a diverse group of people to foster a cooperative work environment is an imperative skill to effectively executive the goals of this position
- Strong organizational skills and report writing
- Preferred: Bi-lingual (Spanish speaking)

Minimum Qualifications

- Bachelor's Degree or High School Diploma with 3-5 years of experience as a Human Resources manager, supervisor or related experience
- Preferred experience: 1-2 years within non-profit organization



ABOUT BUILDING RESILIENT COMMUNITIES

- Organized as a 501(c)(3) Nonprofit, May 2013
- BRC's reason (Why) for existence is to fulfill our foundational scriptures of **Isaiah 58:12 NLT and Isaiah 61: 1 & 3 NIV**. Our way of addressing our foundational scriptures is to identify systemic problems that cause communities to be disadvantaged and vulnerable in times of disaster.

Vision Statement

Building Resilient Communities envisions a world where communities are filled with hope, overcome adverse conditions, are prepared for disasters, and recover from disruptive experiences.

Mission Statement

Building Resilient Communities advocates for and provides resources, tools, and education to disadvantaged and vulnerable communities to prepare for and overcome disasters. We equip families and youth, community and faith-based organizations, small businesses, and government.

Revised 05-26-2022

APPLICATION DEADLINE

Open Until Filled

How to apply: Send all job inquiries including requests for an application to: queen@brcus.org or for questions or other information: Call (909) 856-7015 Pay for this position is **\$25 per hour (20 Hours/week)**.