

# **European Christian Mission International — USA**

## **Job Description for: Director of Personnel**

The Director of Personnel oversees all personnel related matters from the time a person is appointed as a member of European Christian Mission International – USA until the person's affiliation with the organization is drawn to a close. The Director of Personnel ensures that the organization operates in compliance with ECMI and ECMI-USA policies, and State and Federal employment laws; and, ensures that all employees at every level of the organization are adequately supervised and are well cared for by the organization, on both the professional and personal levels.

### **RESPONSIBILITIES**

- The Director of Personnel reports to the Executive Director
- Revises ECMI-USA applications and related documents to ensure that the forms are meeting the needs of the organization in an effective and legal manner
- Serves as the primary interface between the organization and appointees, from the time of their appointment, through deployment, and departure from the field.
- Negotiates ministry logistics with the field prior to a member's initial departure for the field
- Ensures the operation of an effective pre-field training program
- Ensures that proper member care structures are in place for each member
- Interfaces between the member and his/her US based sending church
- As part of the Candidate Selection Committee, conducts personal interviews and/or appraisals with individual members prior to granting approval for the member to proceed to or return to the field
- Monitors progress on the field through established field ministry leadership
- Interfaces with the field ministry leadership in all matters related to the ECMI-USA member's field performance and needs
- Keeps the Executive Director informed of all needful personnel matters of concern
- Builds the Personnel Department team as necessary

- Conducts research and presents recommended salary and benefits for overseas missionaries and US based staff and missionaries living in the US to the Executive Director
- Ensures a distinctly Christian ethos and engages all members as the organization's greatest resource
- Participates in ECMI conferences and meetings
- Attends employment law/personnel relations related conferences as needed in order to ensure that the organization is up-to-date in the area of best practice

### **SKILLS / EXPERIENCE**

- Demonstrates a consistent Christian commitment and walk with the Lord
- Agrees and adheres to the ECMI statement of faith, policies and practices
- Has had field missionary or cross cultural experience
- Has obtained college level training or equivalent work experience in the area of Human Resources
- Is able to communicate clearly both in writing and in speaking
- Is able to interact personably with people in various settings
- Is a team player
- Has intermediate to advanced computer literacy to communicate via email and web conferencing, and to use social media, online databases, word processing and spreadsheet technology