



# Human Resources Professional

## Position Summary

Woodbury Lutheran Church is seeking a part-time experienced HR professional to lead and manage Human Resources. This role requires strong communication skills, a broad understanding of employment law, and the ability to prioritize and manage multiple projects while supporting both organizational and employee needs.

**Cultural Requirements/Expectations:** Live out Biblical principles and uphold the core values of WLC. Examples include:

- Commitment to follow Jesus
- Participate in worship and a WLC small group regularly
- Generously support WLC ministries with time, talent, and resources
- Set appropriate boundaries to protect character and integrity
- Solidly gets, agrees with, and lives our Values...fun, healthy, humble, hungry, MacGyver.

## Primary Responsibilities

- Lead full-cycle recruitment and staffing (posting, screening, interviewing, offers, pre-employment checks.
- Serve as HR advisor to the department leaders and WLC Staff on employment law, policies, and employee relations.
- Maintain and update personnel policies and procedures.
- Manage compensation and benefits programs; partner with Concordia Benefits on plan design, cost-share recommendations, open enrollment, and ongoing administration.
- Coordinate new hire onboarding, benefits enrollments, changes, and retirement benefits.
- Administer leave programs (ex. FMLA, Minnesota PFML); ensure legal compliance and consistency.
- Advise leaders on performance management, discipline, and termination; ensure compliance with WLC policies and law.
- Support and/or assist with investigations regarding misconduct, harassment, or discrimination claims.
- Develop and/or coordinate training for supervisors, including PT team leaders.
- Stay current in HR best practices and legal changes.
- Perform other duties as assigned.

**Personal Growth and Development:** The Accounts Payable Clerk will continue to grow personally and professionally by:

- Attain and Maintain Spiritual, Relational, Emotional, and Physical Health
- Set and measure goals for personal growth and job performance on quarterly basis
- Obtain job-specific training/certification as required

## Minimum Qualifications

- Bachelor's degree in HR, Business, Public Administration or related field.
- Minimum 2 years of HR experience or equivalent combination of education/experience.



### **Preferred**

- Experience writing HR policies, managing compensation/classification.
- Experience applying FMLA, ADA, Pay Equity, MN Veterans Preference, etc.

### **Knowledge, Skills & Abilities**

- Excellent written and verbal communication skills.
- High attention to detail; strong time management and independent work skills.
- Sound judgment, strong discretion/confidentiality.
- Ability to explain complex HR concepts clearly.
- Competent with HRIS and standard business software, ADP, Quickbooks.
- Thorough knowledge of HR practices, compliance, and employment law.

### **Work Environment**

- 15 hours per week (M-F); flexible schedule
- Salaried position