



JOB DESCRIPTION

Human Resource Director

START: Anticipated start date of September 1, 2026

LOCATION: The primary location of work will be performed mostly in the Lancaster office (450 N Prince St.) with perhaps 25% time out of the office in personnel-related ministry and/or working virtually.

AUTHORITY (COLLABORATIVE, SERVING LEADERSHIP):

The Human Resource Director (HR Director) functions with authority from the President.

RESOURCES FOR THE JOB

Resources delegated to the HR Director include:

1. Personal compensation and benefits package: FTE: 100%
2. Budgeted amounts for HR staff and functions.
3. Additional training as needed.

LIMITATIONS OF AUTHORITY

The limitations of authority for the HR Director are determined by:

1. applicable civil laws - except those in contradiction to the Gospel
2. executive limitations policies (Cf: Board Policy Manual)
3. CAO employee handbook and all worker information manuals
4. the organization's strategic plans and priorities
5. limitations specific to the HR Director position (departmental budget limitations)

RESPONSIBILITY (OVERVIEW)

The primary responsibility of the HR Director is to give leadership to the Human Resource team, the appointment process of EMM workers, and to member care for EMM personnel, including crisis and trauma care.

AREAS OF RESPONSIBILITY E (see key at bottom of document)

Vision and strategy

1. As a member of the Leadership Team, provide vision and strategy to mobilize, recruit, equip, and care for the well-being of staff and workers, ensuring their long-term personal and spiritual development.
2. Oversee the creation of legal and effective frameworks for interviewing, approving, and deploying mission candidates to the field.

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The information in this job description is intended to illustrate responsibilities and pertinent qualities for the assignment. This position description does not imply a contract.

KEY

E = Essential functions — Key components of the job; what an individual needs to do to fulfill the requirements of the position.

O = Other functions — Job functions that others can do; areas where there is greater possibility of making reasonable accommodation (as per ADA).

3. Collaborate with the President and other key leaders to formulate and drive the organization's overarching strategic direction.
4. Oversee and manage the human resources budget.

Crisis and Well-being Care

1. Provide critical crisis management, conflict mediation, and pastoral care for EMM personnel, offering Christian counseling, inner healing prayer, and sabbatical planning.
2. Coach Regional Representatives on effective member care.
3. Supervise the Third Culture Kid Coach to support families on the field.
4. Oversee the full cycle of worker transition by conducting debriefings, collaborating on inter-agency Reentry Retreats, Exit interviews, and promoting healthy online accountability.

Resourcing/Training

1. Oversee and implement orientation and training for workers and staff in well-being, member care, and crisis response.
2. Be available for on-location pastoral care, spiritual nurture, and member care during personnel retreats, in collaboration with regional leadership.

Recruitment and onboarding

1. Supervise the Recruiter and Missionary Support Team (MST) coach while personally evaluating candidates using life and spirituality assessments to make final approvals.
2. Set deployment dates, manage MST budget templates, and make final group decisions with strategic coaches on financial readiness and required fundraising returns.
3. Direct the hiring and compensation tracking for Central Administrative Office (CAO) staff, while continuously reviewing and refining overall EMM personnel processes.
4. Create and refine processes for engaging with EMM international partners' sending efforts.

Employment systems and policy

1. Serve as a core member of the Executive Council Team, driving organizational policy development with a focus on employment best practices.
2. Orient employees on policy, execute procedures regarding hiring, medical accommodations, misconduct, and collaborate with the COO and Executive Council to write or update policies while ensuring legal compliance.
3. Provide policy clarification for Regional Representatives in collaboration with Strategic Coaches.
4. Leads the performance appraisal process and consults directly with the Executive Council Team to determine fair employee compensation and benefits.

EXPECTATIONS OF RESPONSIBILITY

The expectations of the responsibility of the HR Director are expressed above along with the organization's strategic plans, priorities and goals (reviewed annually with the supervisor), and the operating and financial budget.

The HR Director is expected to display the organizational values expressed in *Christ's Transforming Love* of obedience, well-being, and multiplication as well as the relationship values of affirmation, involvement, and servant leadership with CAO staff, with volunteers, with program participants, with partner churches, and with other stakeholders.

A. MINISTRY COMMITMENTS

- Attendance at weekly chapel. E
- Participation in team devotions/prayer times. E
- Displaying a Christ-centered life. E
- Commitment to integrate prayer into normal day-to-day work responsibilities. E
- Attendance at prayer and fasting/feasting and celebrating days. E
- All staff who are 50% FTE or more will participate in the two-week Launch training within two years of employment (preferably during the first year). E
- Ability and willingness to represent EMM in Sunday School classes, seminars, worship services, district leadership groups, and other public events among our constituency as requested and as possible. E
- Personal commitment to knowing and walking with God in prayer, Bible study, worship, witness, acts of service, discipling others, and other expressions of historic faithful Christianity of which EMM's mandate is one expression. E
- Conscious engagement as a ministerial leader in the believer's church and its global mission, which we represent, understanding that involvement on the EMM Leadership Team is a ministerial commitment, whether or not one is formally credentialed. E

B. CHURCH AFFILIATION

- Is an active member in a congregation in EMM's primary constituency, with a preference for a congregation within Lancaster Mennonite Conference. E

C. ATTENDANCE AT EVENTS

- All salaried staff are expected to attend EMM corporate events and at least one session of the Lancaster Conference Celebration of Church Life (CCL). Directors and staff who have roles connecting to LMC are expected to attend most of the sessions.

D. TRAVEL

- This person should have a willingness to travel. E
- This position requires a current driver's license and a good driving record. E
- Travel for this role includes traveling overseas a number of times a year as well as within the US for conferences and training. E

E. PHYSICAL

- This position requires that a person has sight and hearing. E
- Possesses physical well-being appropriate to the demands of work at the CAO and to some domestic and international travel. E

ACCOUNTABILITY

A. SUPERVISION/ACCOUNTABILITY

- The HR Director will be supervised by and accountable to the President for performance and for compliance with the limitations of authority and expectations of responsibility.

- Accountability is mutual; the President is accountable to the HR Director for providing the authorization, resources, affirmation, involvement, and servant leadership required for the successful realization of the HR Director's responsibility.
- Other than their supervisor, this person is accountable to the Chief Operating Officer.
- The HR Director will supervise the HR Executive Assistant, the Recruitment and Placement Specialist, and the Mission Support Team Coach (MST Coach).

B. WORKING RELATIONSHIPS

- a. This person will be part of the HR Team.
- b. This person will be working with the President and the Chief Operating Officer: Consult regularly to receive and give counsel and direction regarding overall vision, strategy, budget, and program issues for the team.
- c. This person will be working with the HR team concerning delegated responsibilities related to personnel in the organization.
- d. This person will meet and collaborate with the RRs to facilitate member care of workers in all mission settings.
- e. This person is a part of the Leadership Team (for overall EMM linkage and direction setting), HR leadership team, Executive Council, and Corporate Training Team.
- f. This person will be working with the constituency: Represent EMM and its member care positively within the sending constituency, related domestic churches and centers of mission, and in related overseas churches and sending programs.

QUALIFICATIONS

A. JOB EXPERIENCE

- This position requires three to five years of experience in counseling and/or pastoral counseling. E
- HR experience is preferred. O

B. EDUCATION

- This position requires a university degree. E
- This position requires training in counseling and/or pastoral counseling (Seminary).

C. LANGUAGE SKILLS

- This position requires fluency in speaking, writing, and reading English. E
- Spanish language preferred. O

D. CROSS-CULTURAL EXPERIENCE

- This position requires three to four consecutive years of experience in other countries/cultures. E

E. PERSONALITY AND PERSONAL STRENGTHS

- This person should have an outgoing personality and be relational. E
- This person should be a good public communicator. E
- This person should be sensitive and/or diplomatic in communication. E
- This person should have a high capacity to develop and articulate vision. E

- This person should have a high capacity to understand and flow with the vision of others. E
- This person should have the ability to develop strategy. E
- This person should have the ability to understand and the willingness to flow with strategy developed by others. E
- This person should have skills in implementation and follow-through. E
- This person should have the capacity to release others to care for details and implementation. E
- This person should be motivated by making decisions that impact a broader group of people. E
- This person should be motivated to complement someone who is a primary decision maker. E
- This person should be skilled in both listening (drawing others out) and expression (sharing personal perspectives) for collaboration. E
- This person should have the ability to assess and respond appropriately to situations of conflict. E

F. TEAM

- This position requires team experience in ministry for at least 3 years. E

G. LEADERSHIP

- This position requires leadership experience in being a servant leader and the ability to function as a servant leader. E

H. OTHER

- This position requires counseling, crisis/trauma, and pastoral skills. E
- Understanding and identification with EMM constituencies and with the larger Christian mission-sending community. E
- Ability to handle multiple priorities well. E
- Stays in touch with the global Christian movement and the key missiological issues in our day. E
- Carries a passion for the full personal and spiritual development of all who become part of the EMM team—as they come, as they serve, as they go. E
- Whole-hearted embrace of EMM core commitments and vision, relational and strategic priorities, and Biblical theology and philosophy of mission as set forth in the EMM document, Christ's Transforming Love –E
- Affirmation of 1995 Confession of Faith in a Mennonite Perspective, E