

**Human Resources Manager**  
**The Province of St. Joseph of the Capuchin Order - Detroit**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

The Province of St. Joseph is currently seeking a Human Resources Manager who will be responsible to coordinate and administer human resource related duties. This position carries out responsibilities in all areas of human resources including: employee relations, benefits administration, training, performance management, payroll, policy development and implementation, recruitment/employment and employee orientation.

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Develop and administer human resource plan and procedures for employees and ministries.
- Researches, analyzes data and prepares reports on HR trends and new HR project suggestions.
- Recommends and assists in the development, review and implementation human resource policies. Maintain the employee handbook and related policies.
- Participate in developing HR department goals and objectives.
- Provides advice and counsel to employees and managers on employee relations and policy concerns.
- In collaboration, maintain HRIS information and generate reports.
- Maintain compliance with federal, state and local employment and benefits laws and regulations.
- Reviews and recommends annual compensation adjusts based on a Living Wage for the geographic area.
- In collaboration, oversee recruitment, interviews and employment process and procedures.
- Develop and maintain current job descriptions for employees positions.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Bachelor's degree in human resources or human service field or six years experience in similar position. Previous experience working in the non profit environment desirable.

The review of resumes will begin immediately.

Please send letter of interest and resume to:

employment@thecapuchins.org      Include "HR Manager" in the subject line.

Or mail to:

Attention: Human Resources

HR Manager position

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