

Job Description: Human Resources Specialist

Reports To: Chief Operating Officer or National Director

Location: Remote or National Office (Hybrid flexibility preferred)

Employment Type: Full-Time, Exempt

Salary Range: \$62,000–\$78,000 annually

Position Summary:

Vineyard USA seeks a qualified and mission-aligned Human Resources Specialist to establish and maintain professional HR practices across the national movement. This position will play a pivotal role in supporting healthy staff culture, fair hiring processes, leadership accountability systems, and the implementation of national policies—particularly in areas related to abuse prevention, conflict resolution, and ethical oversight.

Key Responsibilities:

Policy & Compliance

- Develop, implement, and update HR policies that align with best practices and legal requirements
- Serve as point of contact for policy questions regarding nepotism, anti-retaliation, conflict of interest, etc.
- Oversee and update the National Employee Handbook, working with legal and ethical advisors

Recruitment & Hiring

- Coordinate fair, inclusive, and transparent hiring processes for national staff and leadership roles
- Create job descriptions, screening procedures, and onboarding materials
- Maintain compliance with EEOC and employment laws

Training & Development

- Provide regular training on harassment prevention, ethics, abuse reporting, and conflict resolution
- Assist in leadership development pipelines with an emphasis on diverse and underrepresented candidates

Conflict Resolution & Reporting Support

- Act as a neutral party to facilitate dispute resolution and internal reporting
- Maintain confidential records and ensure a trauma-informed response process
- Collaborate with third-party reporting systems and external investigators when needed

Data & Records Management

- Maintain accurate and confidential employee records and documentation
- Create and manage systems for annual performance reviews and accountability metrics

Required Qualifications:

- Bachelor's degree in Human Resources, Organizational Development, Business Administration, or related field
- Minimum 3–5 years of HR experience, preferably in a nonprofit, ministry, or faith-based setting
- Strong knowledge of employment law, ethics policies, and conflict mediation practices
- Excellent interpersonal, written, and verbal communication skills
- Commitment to trauma-informed care and restorative leadership practices
- Ability to maintain strict confidentiality and neutrality in sensitive matters

Preferred Qualifications:

- SHRM-CP, PHR, or other HR certification
- Experience with third-party abuse reporting systems (e.g., GRACE, Guidepost)
- Familiarity with church governance structures or Vineyard movement history

Compensation and Benefits:

- Salary Range: \$62,000–\$78,000 (based on experience, regional cost of living, and nonprofit benchmarks)
 - Glassdoor average for HR specialists in nonprofits: ~\$66,000/year
 - Church HR roles with oversight responsibility: ~\$70,000–75,000/year
- Health insurance, paid vacation, and professional development budget included
- Opportunities for flexible work hours and remote work