



CREATING HOPE.  
FINDING PEACE.



# DIRECTOR OF HUMAN RESOURCES

February 27, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The Pastoral Constitution on the Church in the Modern World, *Gaudium Et Spes*, begins: "The joys and the hopes, the griefs and the anxieties of the men of this age, especially those who are poor or in any way afflicted, these are the joys and hopes, the griefs and anxieties of the followers of Christ." It is in this spirit and responding to the needs of the Church of the 21st Century that the Mission and Ministry of St Edmund's Retreat ([www.endersisland.org](http://www.endersisland.org)) offers a multifaceted series of programs and activities. Inviting all those who cross our causeway, walk our grounds, pray in our Chapel, share our table, or join us online to experience a deeper intimacy with God through hope, healing, and spiritual renewal.

### **The Focus of St Edmund's Retreat's Mission and Ministry**

There are three major foci for the programs and activities of St Edmund's Retreat:

- Programs and activities which promote opportunities for spiritual renewal
- Programs and activities that promote and support healing and recovery
- Programs and activities that create and introduce an experience of beauty

**Position Title:** Director of Human Resources

### Position Responsibilities:

- Develops policies and procedures which align with the requirements for **Praesidium** certification
- Work with COO to insure all people, volunteers and others who work on the St. Edmund's campus are trained and in compliance with safe environment procedures
- Ensure position descriptions are detailed for all FTEs. Coordinate annual performance appraisal submissions
- Participate in "train the trainer" workshops from Praesidium and establish close working relationship with the organization
- Handle employee issues relating to benefits, compensation, discipline, and complaints
- Work with benefits provider to ensure the value and administration of benefits is maintained

### Position Requirements:

- Practicing Catholic
- Understands the importance of providing a safe environment for children and vulnerable individuals as established by the United States Catholic Conference of Bishops
- Proven experience in Human Resources role
- Fully comfortable in small mission-based organization
- Some experience with training, audit, and compliance
- Experience with benefits and compensation
- Highly collaborative and team orientated
- Can maintain confidential and sensitive information private
- Aptitude in decision-making and problem-solving
- BSc/BA in Human Resources; SHRM designation is a plus

### Essential Position Duties:

- Review all existing human resources related policies and procedures and begin to establish legal, labor and social policies compliant with best practices
- Establish working relationship with Praesidium to establish St. Edmunds Retreat as fully compliant and certified per their requirements
- Fully embrace the mission of our retreat and of the Catholic church and embed Catholic identity into HR philosophy and practices
- Promote an environment or workplace well being which is attractive from a recruiting standpoint and nurturing to employee population
- Set ambitious goals for professional development of a staff serving in a mission community

**Travel:** 10%, minimal overnight travel.

**Salary:** Depending on qualifications and experience.

**Benefits:** This position offers comprehensive benefits and a retirement plan, liberal vacation, and PTO. Details available during interview.

**Application Deadline:** May 1, 2023

*(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Ken Rowe  
Senior Director  
Catholic Recruiter Associates  
[KenR@catholicrecruiter.com](mailto:KenR@catholicrecruiter.com)

**Note:** Only those selected for an interview with the search committee will be contacted.

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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