



# EASTSIDE CATHOLIC

## **MANAGER OF HUMAN RESOURCES - PART TIME - VARIED SCHEDULE**

Eastside Catholic School is an educational community of faith, guided by Catholic tradition and teachings, where students in grades six through 12 learn to integrate their thinking and believing in ways that encourage intellectual excellence, nurture relationships, and inspire a life of leadership and service to others. Founded by parents in 1980, the school is governed by an elected board of trustees. It is the only seven-year, co-educational Catholic school on the Eastside, and offers a comprehensive college preparatory curriculum. Eastside Catholic School enrolls 850 students, employs 130 faculty and staff members, and has an alumni base of over 4,600.

### **POSITION**

Eastside Catholic is seeking an energetic, results-driven and engaging professional to be a member of the Business Services team in the role of Human Resource Generalist.

The Manager of Human Resources will serve as a valued member of the Business Services Department, reporting to the Director of Accounting and Business Operations. This is a part-time, year-round position with hours varying depending on the school cycle.

### **RESPONSIBILITIES**

- Act as administrator for employee benefit plans
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with department managers to understand skills and competencies required for openings.
- Manage and improve performance review process; meet with appropriate administrators to provide guidance/support
- Develop and oversee process for employee relations; provide direct support to all employees who need assistance in dealing with a coworker, subordinate or superior
- Conduct exit interview and “stay” interviews; make recommendations for improvements and assist with implementation of changes as needed
- Oversee development of the school employee culture to embody the school’s Mission and Touchstones
- Oversees annual revisions to the Employee Handbook
- Manage the recruitment process for faculty and staff using standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce
- Handles employment-related inquiries from applicants, employees and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent in Human Resources, Business, or Organization Development or equivalent
- Prior human resource experience necessary in an office environment



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## REQUIRED

- Excellent communication skills and strong collaborative skills
- Organized and reliable
- Ability to meet deadlines
- Flexible and ability to work with changing schedules
- Ability to work in an environment with continuous interruptions
- Sense of humor and can-do approach to workplace teams
- Self-starter and confidence to create and implement changes in processes
- Until otherwise communicated by the State of Washington, King County and any other municipality, must be vaccinated for COVID-19

A competitive salary and benefits package, commensurate with experience and effectiveness will be provided. The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

Please apply directly on the [Archdiocese of Seattle's website](https://ocsw.org/employment.php) (ocsw.org/employment.php).

*While we are a Catholic school, Eastside Catholic welcomes people of all faiths and creeds. We are always looking for faculty and staff with experience with facilitating extra-curricular activities and coaching all sports.*