



Position Announcement

August 2019

Position	Director of Human Resources and Administrative Services, reportable to the President
Function	The primary function is to provide leadership, vision, direction, and assistance with all functions related to human resources and administrative services.
About BBT	Church of the Brethren Benefit Trust is a great environment, family friendly, is a rewarding/meaningful place to work, and is located in an attractive office with easy access to I-90.
Description	This is an exciting full-time, exempt position based in Elgin, Ill., for a not-for-profit, faith-based organization that promotes financial literacy and wellness through its, Pension, Insurance, and asset management services for 5,000 individuals and client organizations nationwide.
Scope of Duties	The DHRAS conducts employee searches and interviews for BBT staffing, offers other human resources leadership, serves as the Corporate Secretary, assists the Board and President with regard to Board and Committee meetings, and assures the adequacy of office space for BBT's staff. The director shall also coordinate and/or provide support for the president's office. This position serves as a member of the Management Team.
Knowledge/ Experience	<p>The ideal candidate will have a degree in human resources and/or equivalent management work experience. This position requires a person who enjoys working with people; has a professional, positive mannerism; has an understanding of human resources regulations and/or employee benefits or is adept at learning these functions; has exceptional organizational skills; is proficient in taking meeting minutes; is very detail oriented and has the ability to prioritize workloads; and is proficient with computer systems and applications. Impeccable follow-up abilities are a must.</p> <p>We are seeking candidates with strong verbal and written communications skills, and proficiency in Microsoft Office Suite. Experience with the Paylocity web-based software is a plus, but not a requirement. Current and active membership in the Church of the Brethren is preferred; current and active membership in a faith community is required.</p>
Travel	This position requires some business travel.
Salary/ Benefits	Salary and benefits are competitive with organizations of comparable size and scope of services. An exceptional full benefits package is included.
Applying	Please send a letter of interest, résumé, three professional references, and salary-range expectation to Donna March at 1505 Dundee Ave., Elgin, IL 60120, or dmarch@cobbt.org . For more information about Brethren Benefit Trust, visit www.cobbt.org .