Director of Human Resources – Provide leadership and operational oversight for Human Resources, payroll, benefits administration, compliance, workforce planning, HR systems, and staff-related processes at PCPC. This role partners closely with the Senior Director of Culture & Staff Development and organizational leadership to strengthen people practices, support operational excellence, and cultivate a positive staff experience that reflects and advances the mission and ministry of PCPC. Provide leadership and oversight for recruitment, onboarding, workforce planning, and talent acquisition strategies to attract and retain high-quality staff. Support budgeting, compensation planning, staffing analysis, and organizational initiatives. Oversee payroll administration, employee benefits programs, compensation processes, and vendor relationships. Conduct compensation analyses, including market benchmarking, internal equity reviews, and pay-structure assessments; provide data-informed recommendations. Ensure compliance with employment, payroll, tax, benefits, and privacy regulations. Oversee HRIS, payroll, and benefits systems. Provide workforce metrics, analysis, and reporting to support leadership decision-making. Lead and support organizational change initiatives related to HR systems, processes, staffing, and workforce effectiveness. Directly supervise the Manager of Payroll & Benefits. Responsibilities will also include performance management, coaching, staff development, succession planning, and oversight of departmental operations.

Bachelor's degree in Human Resources, Business Administration, or related field required. Progressive experience in human resources leadership, payroll, benefits administration, compensation, HR systems, and employment compliance required. Demonstrated ability to lead teams, manage complex projects, and partner effectively with organizational leadership. Strong analytical, communication, and relationship-building skills. Proficiency with HRIS, payroll, and benefits administration systems. Must possess, exercise, and exhibit good judgment and wise decision making that is rooted in prayer. Must be a strategic thinker and possess reliable problem-solving skills. Must be trustworthy, dependable, and understand the importance of confidentiality. Must be able to enhance morale and inspire and facilitate team members and employees.

This is a regular, full-time, exempt position based on 40 hours a week. It is primarily an onsite, in-person role and is eligible for benefits and paid time off (PTO). PCPC membership preferred but not required.

Please email a cover letter and resume to careers@pcpc.org. If you have any questions, please email careers@pcpc.org.