



## **Pax Christi Academies HR Manager**

**Job Title:** Manager, Human Resources

**Location:** Pax Christi Academies, Corporate

**Position Type:** Full-Time

### **Job Description:**

Pax Christi Academies (PCA) is seeking an experienced and strategic Human Resources Manager to lead our HR department and drive the organization's human capital strategy. As the HR Manager, you will be responsible for overseeing HR operations, including recruitment, compensation, benefits administration, training, employee relations, and compliance. You will collaborate closely with the diocese HR department, external legal counsel and PCA leadership to ensure HR policies and initiatives align with PCA's goals and contribute to a positive work environment and workforce engagement.

### **Key Responsibilities:**

- Oversee and manage HR operations, including recruitment, hiring, compensation, benefits, performance management, employee relations, and compliance with federal, state, and local employment laws.
- Develop and implement HR policies and procedures that support business goals while promoting organizational culture, workforce engagement, and employee satisfaction.
- Advise senior leadership on HR solutions, trends, and employment laws to ensure best practices and mitigate risks.
- Lead and manage the development and execution of training programs aimed at employee development and organizational growth.
- Oversee HR data management, reporting, and system implementations to improve HR processes and ensure data-driven decision-making.
- Drive performance management initiatives to ensure consistent evaluation, feedback, and development of staff.
- Develop and manage employee relations strategies to maintain a positive and collaborative work environment.
- Ensure compliance with labor laws, regulations, and company policies to protect the organization and employees.
- Monitor and report on HR metrics, such as turnover, engagement, and performance, to inform leadership decisions.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or related field. Master's degree preferred.
- Minimum of 5-8 years of experience in Human Resources.
- Strong knowledge of employment law, HR best practices, and compliance regulations.
- Proven experience in managing HR operations, including compensation and benefits, recruitment, and employee relations.
- Excellent communication, interpersonal, and leadership skills.
- Ability to develop and implement strategic HR initiatives that align with organizational goals.
- Strong analytical and problem-solving skills with the ability to manage HR data and reporting systems effectively.

**Market Data:**

- Salary Range: \$90,000 - \$115,000
- Benefits: Comprehensive benefits package including opportunity for a merit-based bonus of up to 10% of the annual salary.

If you are a practicing Catholic, and an experienced HR professional looking for a leadership role that combines strategy with operational management, we invite you to apply and help us continue to build a positive and effective workplace for all employees.

Please email a cover letter and recent resume to Maribel Retana at [mretana@paxchristiacademies.org](mailto:mretana@paxchristiacademies.org).