



CHINESE BIBLE CHURCH OF SAN DIEGO

Human Resources Manager

Part-Time, Salaried Exempt • On-Site | San Diego, CA

ABOUT THIS ROLE

The Human Resources Manager provides strategic leadership and oversight for all human resources functions across CBCSD's campuses. This role ensures that HR's functions and administrative operations are carried out effectively, in compliance with applicable requirements, and in alignment with the church's mission, values, and governance.

POSITION DETAILS

Reports To: Council - HR

Employment: Part-Time

Work Location: San Diego, CA

Pre-Employment: LiveScan fingerprinting (DOJ/FBI) required per AB 506; cost covered by CBCSD

Work Authorization: Must be authorized to work in the United States

REQUIRED QUALIFICATIONS

- Active CBCSD membership or willingness to make CBCSD one's church home
- College degree and equivalent professional experience
- 2+ yrs of HR management or 4+yrs Leadership role in US
- Fluency in English required
- Strong organizational, interpersonal, and communication skills
- High degree of confidentiality and discretion
- Proficiency in Microsoft Office

PREFERRED QUALIFICATIONS

- Experience in a church or Christian nonprofit environment

PRIMARY RESPONSIBILITIES

- Serve as the primary on-site point of contact for HR administration, workforce compliance, and policy implementation, working through the Council and church leadership (supported by CBCSD's outsourced HR provider, Mesa Network)
- Partner with pastors, ministry leaders, and supervisors on recruitment, onboarding, performance management, and employee relations.
- Coordinate hiring processes, including job postings, candidate screening, and orientation for new employees.
- Provide guidance and support to ministry leaders on personnel matters, conflict resolution, and staff development.
- Lead/Support onboarding and offboarding logistics; assist ministry leaders in understanding volunteer compliance requirements
- Coordinate with the Council and church leadership to implement HR directives, approved policies, and required compliance actions
- Establish and maintain efficient policies, procedures, and workflows across all campuses
- Oversee and maintain personnel records, HR policies, and employment documentation to ensure compliance with applicable laws and church policies.
- Support organizational planning and special projects related to staff development, employee engagement, and operational effectiveness.
- Maintain confidentiality and exercise sound judgment in handling sensitive personnel information.

SECONDARY RESPONSIBILITIES

- Administer employee benefits, leave requests, and other HR-related programs in collaboration with payroll and benefits providers.
- Ensure compliance with federal, state, and local employment regulations and maintain HR best practices.
- Review and recommend updates to employee handbooks, policies, and procedures to support the church's mission and governance.
- Support AB 506 (child abuse prevention) and SB 1343 (harassment prevention) compliance as directed by church leadership

EMPLOYMENT NOTICES

At-Will Employment. Employment with CBCSD is at-will. Either party may terminate the relationship at any time, with or without cause or advance notice, subject to applicable law. Nothing in this description or any other communication constitutes a contract of employment or a guarantee of continued employment.

Religious Employer. CBCSD is a religious organization whose mission, programs, and employment practices are grounded in its Christian faith and values. CBCSD may consider religion as a bona fide occupational qualification consistent with Title VII of the Civil Rights Act of 1964 and other applicable law. All employees are expected to support the church's religious mission and conduct themselves in accordance with CBCSD's faith-based standards.

- Ability to collaborate across pastoral, administrative, and ministry teams

COMPENSATION & BENEFITS

Part-time: 20-25 hrs/week
(flexible schedule)

Pay Scale: \$30K-\$40K