

**Catholic Charities of Tennessee**  
**Job Posting**

Catholic Charities is seeking candidates for the position of Human Resources Manager, based at our main office located at 2806 McGavock Pike, Nashville, Tennessee, 37214. This position is 37-1/2 hours per week from 8:00 a.m. to 4:30 p.m. Monday through Friday with some flexibility required.

The primary functions of the Human Resources Manager is to lead and direct human resources functions, including hiring and interviewing staff, administering pay, benefits and leave, enforcing agency policies and practices, investigating concerns, and overseeing disciplinary actions. The HR Manager reports to the Operations Director, and also plays a special role in staffing the Tennessee Serves Neighbors department, with a dotted-line relationship to the County Program Expansion Director. The HR Manager will assist in timely and accurate quarterly and annual reporting according to the funder's requirements, and must ensure that hiring policies and practices are in compliance with all contract requirements.

Education/Experience

1. Bachelor's degree and minimum of two years of experience in human resources administration
2. Professional certification of PHR or SHRM-CP
3. Knowledge/experience in government contracts preferred

Other Skills

1. Excellent verbal and written communications skills.
2. Excellent computer skills, including Microsoft Office 365 and experience with database reporting system
3. Excellent interpersonal, negotiation, and conflict resolution skills.
5. Detail oriented, ability to multi-task, work under pressure, and meet deadlines
6. Exercises good judgment, discretion, integrity, and professionalism
7. Thorough knowledge of employment-related laws and regulations
8. Strong analytical and problem-solving skills
9. Ability to prioritize tasks and to delegate them when appropriate.
10. Ability, interest, and willingness to work with diverse staff and clients
11. Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

Competitive salary with excellent benefits package. Please email cover letter (detailing how candidate meets posted minimum requirements) with salary history and resume to [catholiccharities@cctenn.org](mailto:catholiccharities@cctenn.org)

POSTING DATE: Sept. 24, 2020

DATE AVAILABLE: Oct. 1, 2020

**Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.**