

**Title:** Director of Global Personnel Services  
**Employment type:** Full Time  
**Location:** King of Prussia, Pennsylvania  
**Application deadline:** None  
**Contact:** HR@internationalministries.org

## POSITION OVERVIEW

International Ministries (IM) is seeking an independent self-starter with the flexibility and willingness to learn in a complex role where he or she will facilitate personnel-related duties on a professional level and work closely with Global Missions Team to provide leadership in handling diverse and sensitive issues related to Human Resources for global personnel. This position carries out responsibilities in the areas of administering human resources for global servants (international and domestic), overseeing benefit management, organizational administration, supervision, communications and managing crises.

## RESPONSIBILITIES

- Provide support services to global servants related to compensation, benefits, health insurance, grants and allowances for specific location needs in the host country
- Handle sensitive personnel matters related to global servants and their families
- Seek to find the best solutions in conflict and diverse situations while working toward the most beneficial resolution for all parties and ensuring that IM is within legal regulations
- Manage IM's self-funded international medical plan and recommend revisions and amendments to the plan as necessary
- Maintain contact with a third-party vendor and stay current in developments within the global medical community to ensure that current medical standards are compliant with federal law
- Interpret global servant policy and guidelines in a fair and consistent manner
- Coordinate with all teams to ensure that all policies in the global servant handbook are maintained while initiating revisions and addendums when needed to ensure that the policy is in accordance with IM's strategic plan and principles
- Direct and develop annual budgets and monitor monthly support services for global servants, which includes making appropriate projections to enable accurate financial planning to aid in fiscal accountability
- Coordinate, under the direction of the associate executive director of Global Mission, the support efforts of the Crisis Task Force to ensure, in the event of a crisis, that global servants will have support and direction from IM

## QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Human Resources or a business-related field
- 5 years of work experience
- Mission field experience a plus

- Experience in managing human resource functions for expatriates, including medical insurance programs and Mercer Balance Sheet
- Experience in managing crisis situations
- Ability to strategize and coordinate vision and goals in accordance with laws and regulations
- Ability to interpret, apply and enforce policies and procedures while delineating when appropriate to revise
- Ability to mediate conflict and maintain confidentiality
- Understanding of and enthusiastic support for IM's vision, "on earth as it is in heaven," and core values of faith, service and community.

## **HOW TO APPLY**

To apply, email HR@internationalministries.org. Identify the position title in the subject line and attach a current resume and supporting documentation for further evaluation of qualifications and experience. Thank you in advance for your interest in joining IM's mission.

International Ministries is an EEO employer and provides a comprehensive and flexible benefit package. A detailed description of this position is available upon request.

*International Ministries, also known as the American Baptist Foreign Mission Society, works cross-culturally to invite people to become disciples of Jesus Christ and to proclaim, through both word and deed, God's reign of justice, peace and abundant life for all creation.*