



People Operations Manager
Location: US Remote

Position Description

Organization Summary:

Edify's mission is to improve and expand sustainable Christ-centered education globally. Edify is a non-profit organization registered in the U.S. since 2009 and now has operations in 12 countries: Burkina Faso, Dominican Republic, El Salvador, Ethiopia, Ghana, Guatemala, Liberia, Panama, Peru, Rwanda, Sierra Leone, and Uganda. Edify is focused on 3 key resources:

- Training of school leaders and teachers to develop Christ-like character in students, and training school leaders to manage and grow their schools effectively.
- Loan Capital to expand and improve school facilities.
- Education Technology to enhance learning outcomes and employability.

Learn more at www.edify.org

Position Start Date: August 2023

Location: US Virtual (only)

Reports To: Edify Director of Strategy & Integration

Work Environment:

This position will be a full-time position, based remotely in the United States reporting the Edify Director of Strategy & Integration. The atmosphere of Edify is one where you can expect to perform widely varied tasks with various functional groups. Edify believes in the importance of using local resources to avoid duplication and build local capacity. Most of its program activities are, therefore, implemented in partnership with local human resource, microfinance and training organizations

Job Summary:

The Edify People Operations Specialist position is a full-time position working virtually in the United States. The Edify People Operations Specialist is responsible for providing strategic and administrative human resources support, guidance, oversight of Edify Human Resources processes and practices including management of our Human Resources Information Systems, Recruitment, On-boarding, HR Data analytics, Payroll processes, Benefits administration, Compensation administration and more. This role will work in close partnership with Core and Regional human resource professionals to ensure a strong global infrastructure of processes and tools to support the organization.

Travel Expectations:

The position includes both local and international travels. Additionally, Edify holds an annual all-staff meeting, alternating in a US-based or international location each year. All Edify Staff are required to attend this meeting.

Duties/Responsibilities:

- Assist with the creation of documentation and implementation of human resources policies, programs, and processes; (i.e employee handbooks, hiring documents, performance management, compensation policies and process for market, cost of living and merit documents/timing, organizational surveys, workers compensation and staff separation processes)
 - To be done in partnership with the Regional HR Directors, but with common templates and consistent with organizational priorities; and coordinated with Legal team)

- Organizational oversight to maintain accuracy and up-to-date human resource files, records, and documentation in Bamboo HR, Google Drive and CloudPay.
 - Works with regional HR directors to request actions to promote accuracy in a timely manner
 - Inputs all HR historical data files into our HRIS.
- Assists with planning and execution of special events such as benefits enrollment (annual and on-going), 401(k) enrollment and other required HR/Benefit meetings.
 - Works with Regional HR directors to ensure local deployment & collection of data.
- Assists in the placement of ads for job postings on Edify's website for standardized posts, (single focal point for posting with the marketing team).
- Supports US teams with hiring activities, including HR interviews, and hiring committee activities, US pre-employment background screenings and follows-up to ensure closure on a timely basis.
- Conducts and/or assists with organization onboarding & new hire orientation including, "Edify Essentials" and leadership development course administration.
- Payroll Subject Matter Expertise
 - Supports Regional HR Directors and functions as US Payroll Specialist
 - Interfaces with finance and vendors on processes as needed
 - Ensure W-2 are accurately recorded through our payroll system
- Registration of new countries including administrative documentation of registration of countries, and management of US state registrations and requirements for employers.
- Partners with core HR on HR development projects

Required Skills/Abilities:

- Personal confession of faith in Jesus Christ and commitment to Edify's mission and vision
- Strong knowledge of human resource policies and procedures
- Strong knowledge of Payroll processes and administration
- Outstanding communication skills, both verbal and written, with diverse groups of associates.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Strong analytical and problem-solving skills.
- Proficient with or the ability to quickly learn human resource information system (HRIS), and similar computer applications.
- Proficient with Google Suite or related software.
- Demonstrated ability to work independently or with a team.
- Proven ability to build strong relationships while working in a cross-functional environment.
- Ability to consult with all levels of the organization

Education and Experience:

- Bachelor's degree in Human Resources Management, Business Administration or related degree 3 - 5 years of experience in Human Resources with some Payroll processing experience
- SHRM-CP or SHRM-SCP highly desirable.

Additional Information:

Applications will be accepted for this position through July 15, 2023.

[Please Click Here To Apply For This Position](#)