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## DIRECTOR, HUMAN RESOURCES AND BOARD ADMINISTRATOR

The Seamen's Church Institute (SCI) is North America's largest mariners' service agency with an annual operating budget in excess of \$6 million. Founded in 1834, SCI provides pastoral care services, maritime education and training, and mariner advocacy for the workers who transport billions of tons of cargo each year across the world's oceans and along our nation's inland waterways.

### Summary

Manages all aspects of the employment lifecycle: recruitment, selection, onboarding, compensation & benefits, training, employee relations, performance management, safety, legal compliance, separation and succession planning. Serves as staff administrator of the SCI Board of Trustees and staff liaison to the Board Governance & Nominating Committee. Supports volunteer programs, including Chaplain Associate program, student internships and others, as needed. Reports to Executive Director.

### Duties and Responsibilities

#### Human Resources:

- Collaborates with Executive Director and Department heads in carrying out SCI's strategic plan.
- Writes and places job postings, coordinates interviews, and prepares job offers
- Administers compensation and benefits program, reviewing policies annually and recommending updates
- Assists managers with people management and performance review
- Supervises biweekly payroll processing
- Serves as primary 403(b) plan sponsor representative and benefits vendor contact
- Acts as in-house consultant and resource for managers and rank-and-file staff
- Collaborates with pro-bono law firm on employee handbook review and employment law issues

#### Board of Trustees Administration:

- Provides and coordinates all administrative support to SCI's Board of Trustees
- Develops and maintains Board of Trustees' Toolkit and other Board-related documents
- Works with Executive Director, Board Chair, Committee Chairs and senior staff to manage and schedule quarterly Board, Committee, and/or Special meetings
- Attends all Board of Trustees and Committee meetings and tracks action items requested by the Board of Trustees at such meetings

### Essential Skills, Abilities and Experience:

The ideal candidate respects the religious values and cross-cultural realities that drive maritime ministry, while exhibiting the agility and emotional intelligence that contribute to a healthy work culture. In addition, the candidate must have:

- 10+ years of Human Resources generalist experience, 5+ years in a leadership role
- Knowledge of employment law including benefits and retirement plan regulations
- Proficiency with MS Office applications
- Strong writing, editing, and organizational skills
- Ability to travel to SCI's Port Newark facility regularly and other SCI locations as needed
- Bachelor's degree in a related field

**Preferred Qualifications**

- 3+ years of experience using ADP Workforce Now or similar HRIS platform
- Experience working for a nonprofit organization
- Experience working for a multi-state organization
- SHRM or PHR certification

This full-time position will have a hybrid work schedule with in-person duties at SCI's New York City headquarters. The role will require occasional visits to our Port Newark NJ, Paducah KY, and Houston TX facilities, and other travel. SCI offers a competitive salary, generous paid leave, comprehensive insurance options and matching 403(b) retirement savings plan.

Qualified candidates should contact [HR@seamenschurch.org](mailto:HR@seamenschurch.org)