

## About RightNow Media

RightNow Media serves 18,000 churches and businesses everyday in twenty-five countries. Similar to Netflix, our streaming media service allows Christians to access over 20,000 biblical videos from 250 of the top Christian publishers, ministries, and communicators in the world. In addition to distributing video content from other producers, our team has produced many RightNow Media Originals featuring well-known pastors and leaders including Matt Chandler, Jennie Allen, Max Lucado, Francis Chan, David Platt, Eric Mason, Chip Ingram, Louie Giglio, Gary Thomas, Lisa Harper, and others. RightNow Media has videos for small groups, families, students, leadership development, and much more.

As a non-profit organization, we firmly believe the mission of the church matters. Everything we do is rooted in the belief that the church—God's people—can have a powerful impact on this world through the power of the gospel. Our team loves the church.

We value family. We value hard work. We value teams. We value the power of stories.

## Job Description :: Human Resources Manager

This person will be responsible for executing all tasks related to payroll and human resources. Reporting to the Sr. Director of Finance and Operations and working with the Operations Team, this person will serve as the primary human resources representative for the organization.

The tasks for this position include, but are not limited to:

- Executing bi-weekly staff payroll
- Managing employee benefits
- Planning and administering staff training programs
- Managing adherence to employee handbook policies
- Administering details related to staff changes
- Provide advice and service to daily employee relations and performance management issues

## Requirements for this job:

- Bachelor's Degree in Human Resources Management or related discipline
- PHR/SHRM or equivalent certification
- 5+ years' experience in HR/Payroll or equivalent role
- Expertise in HR policies, procedures and legal regulations
- Sound judgement and problem-solving skills
- Excellent communications skills
- Strong attention to detail
- Ability to work both independently and in team environment

## Working Conditions:

This position will be based at our headquarters in McKinney, Texas. Typical days and hours of work are Monday-Friday from 8AM – 5PM.

## If Interested:

Please read through the job description and requirements. Only qualified applicants will be considered.

Be sure to visit [rightnowmedia.org](http://rightnowmedia.org) and [rightnow.org](http://rightnow.org) for a better understanding of our ministry.

Please fill out an online application where you can submit a cover letter, resume, and portfolio at [rightnowmedia.org/careers](http://rightnowmedia.org/careers)

In your cover letter, please include information about your life and salary requirements.