

Director of Human Resources

Title of Position:	Director of Human Resources
Department:	Administration
Reports to:	SFZC President
Supervises:	Personnel Manager on HR matters
Consults with:	Central Abbot, Abbots Executive Group (AEG), O & D
Work Status:	Full-time; exempt

Position Summary

The Director of Human Resources will be part of SFZC's strategic leadership team, playing a key role in supporting the President and senior leadership in creating a thriving culture. The Director of HR will lead the development, maintenance and implementation of policy, performance management, retention, training and employee/staff engagement creating an equitable and collaborative culture. Furthermore, the Director of HR will work alongside the Personnel Manager to ensure legal compliance and enhance all aspects of the employee life-cycle. Additionally, the Director of HR will work with SFZC's Diversity, Equity, Inclusion and Accessibility (DEIA) committee to help create a welcoming and inviting environment for all stakeholders.

Key Areas of Responsibility:

- Provide general support/counsel to the President and Zen Center administration.
- Provide leadership training, advice and support on work-related issues to supervisors and appropriate committees.
- With the management team, monitor and evaluate the employee and staff work environment and develop strategies to maintain high morale and build a culture of high performance, collaboration, teamwork and safety.
- Develop, recommend, maintain and implement personnel policies and procedures for all of Zen Center while ensuring state and federal compliance.
- Develop and coordinate employee and staff performance evaluations and work with supervisors to ensure basic reviews and assessments are done annually.
- Support the Personnel Manager to ensure that all new employees complete all required paperwork and other pertinent pre-employment requirements.
- Support administrative aspects and organizational practices of implementing Zen Center's Diversity, Equity, Inclusivity, and Accessibility (DEIA) goals throughout the organization.

- Support supervisors with department specific training as well as provide annual training on health and safety, implementing “zero tolerance” policy towards sexual harassment and other agreed upon cultural competencies and organization-wide mandated topics.
- Manage employee disciplinary measures, grievances and support conflict resolution processes along with manager/supervisor/directors and other spiritual leadership.
- Work with various committees, the President, and Enso Village Spiritual Director, regarding retirement commitments and arrangements for qualifying Zen Center

Basic Qualifications:

- Preferred bachelor’s degree or equivalent years of experience in Human Resources, Organizational development, and/or business administration.
- Demonstrated personal and professional integrity at all times, consistent with the organization's vision, mission and values.
- Possess strong written and verbal communication skills in English
- Highly competent and detail-oriented in executing tasks
- Ability to juggle multiple priorities simultaneously and take initiative
- Demonstrate resourcefulness and flexibility, with the ability to anticipate and act on events and opportunities quickly
- Ability to interact and influence at the most senior levels of an organization and to work collaboratively across functions, levels and departments toward shared objectives
- Legally eligible to work in the United States; no sponsorship or relocation provided

Skills Required:

- Candidates for this position need good people skills, including communication, maturity and stability.
- Must have the ability to work with a wide spectrum of people, who have vastly different professional, personal and cultural backgrounds.
- Experience in HR or a familiarity with various legal, compliance and training issues is helpful.
- Candidates need flexibility to adapt to change and intense work situations.

San Francisco Zen Center

San Francisco Zen Center (SFZC) was established in 1962 by Shunryu Suzuki Roshi (1904-1971) and is one of the leading Buddhist practice and training centers in the West. The SFZC community has a diverse population made up of internationally known Zen teachers, short and long-term residential students, non-residential lay practitioners, ordained priests, and visiting guests. We have three California practice centers: City Center (located in San Francisco), Green Gulch Farm (located in coastal Marin County), and Tassajara Zen Mountain Center (located in the Ventana Wilderness, inland from Big Sur). The purpose of SFZC is to express, embody, and make accessible the wisdom and compassion of the Buddha as taught and practiced in the Soto Zen tradition.