



RE:NEW

Creating hope for refugee women

HUMAN RESOURCES CONSULTANT

ABOUT RE:NEW PROJECT: Re:new is a faith-based, Christian, nonprofit organization that serves refugee women resettled in and around DuPage County, Illinois. Re:new was founded in 2009 by a team of Christian women, for whom the mission of creating a space for refugee women to thrive represents a tangible way to serve refugees in response to biblical teachings to show God's love to those in need, such as the widow, sojourner, and oppressed (Leviticus 19:33-34 ESV; Deuteronomy 10:18-19; Zechariah 7:9-10). We are a team of staff, volunteers and Artisans working together to design, create, and market locally handcrafted products.

MISSION: *Guided by our faith in Jesus Christ, Re:new creates a space for refugee women to thrive.* We achieve this by partnering with local churches, businesses, and individuals who support our statement of faith and biblical values. We offer a range of vocational, religious, charitable, educational, development, and program activities that fulfill our mission of caring well for refugees so they can grow into all God has for them to be and realize their God-given potential.

Position Description: Community Engagement Manager

The HR Consultant will review our current policies, identify potential holes, and provide recommendations and guidance for how to rewrite and strengthen our policies to protect and support Re:new, the staff, and the Artisans.

Position Details:

- Reporting: Executive Director

Responsibilities:

- Review all current HR policies
- Create an outline for an effective HR Handbook
- Support the ED in revising existing policies and/or writing new policies
- Provide recommendations for what to include and exclude
- Pay attention to the balance of staff expectations and Artisan professional development