



# THE EPISCOPAL DIOCESE OF MARYLAND

**Job Title:** Human Resources Specialist  
**Location:** The Episcopal Diocese of Maryland, Diocesan Office & The Claggett Center  
**Reports To:** Canon to the Ordinary for Administration & Chief of Staff  
**Status:** Full-Time / Exempt

## **Position Overview**

The Episcopal Diocese of Maryland seeks a Human Resources Specialist who will help nurture and sustain the people who carry out the Church's ministry each day. This role is both administrative and pastoral in nature, requiring professionalism, discretion, and a genuine commitment to supporting employees with care and compassion.

The Human Resources Specialist will help to ensure that our workplaces reflect the Gospel values we proclaim by being a Community of Love shaped by justice, peace and dignity. This position provides day-to-day HR support, oversees employee benefits, including clergy and lay benefits administered through the Church Pension Group (CPG), and collaborates with diocesan and Claggett Center leadership to foster healthy, transparent, and accountable employment practices.

## **Human Resources Administration**

- Maintain accurate and confidential personnel records in compliance with diocesan policy and applicable employment laws.
- Coordinate onboarding and offboarding processes for diocesan and Claggett Center employees.
- Prepare employment letters, job descriptions, and HR-related correspondence.
- Track leave, holidays, and employee records in coordination with the Canon to the Ordinary for Administration, the CFO and supervisors.
- Maintain and update employee handbooks, policies, and procedures in coordination with the Bishop, Canon to the Ordinary for Administration, the CFO and other diocesan/Claggett Center leadership.

## **Benefits Administration**

- Serve as the primary diocesan liaison with the Church Pension Group (CPG) for clergy and lay benefits.
- Enroll eligible employees in benefit programs, including medical, dental, vision, life insurance, and retirement plans.
- Coordinate benefits changes, qualifying life events, and terminations.
- Assist employees in understanding their benefits and navigating enrollment with clarity and pastoral sensitivity.
- Reconcile benefits billing and coordinate with the accounting office to ensure accuracy and timely payment.
- Support annual open enrollment, including communications and informational sessions in coordination with the Canon to the Ordinary for Administration and the CFO.

## **Employee Support and Compliance**

- Respond to employee inquiries regarding policies, benefits, and procedures in a timely and respectful manner.
- Support performance review processes and professional development initiatives.

- Assist in ensuring compliance with diocesan and Claggett Center policies and applicable employment regulations.
- Support implementation of required trainings and workplace standards.
- Provide HR support and resources as needed to diocesan parishes and related ministries.

## **Collaboration and Communication**

- Work closely with the Bishop, the Canons to the Ordinary, CFO, and diocesan/Claggett Center leadership to support staffing and HR needs.
- Help ensure HR practices reflect diocesan/Claggett Center commitments to equity, transparency, accountability, and reconciliation.
- Maintain strict confidentiality in all personnel and benefits matters.

## **Qualifications**

- Bachelor's degree in Human Resources, Business Administration, or related field, or equivalent experience.
- Minimum of 5-7 years of experience in human resources and/or benefits administration.
- Familiarity with clergy compensation and benefits, including the Church Pension Group.
- SHRM-CP, PHR, or similar certification.
- Strong organizational skills and attention to detail.
- Ability to handle sensitive information with discretion, integrity, and professionalism.
- Adaptable, collaborative, possess cultural competency/humility and exercise pastoral sensitivity.
- Strong interpersonal and compassionate communication skills.
- Experience in a church, nonprofit, or diocesan environment.

## **Compensation and Benefits**

The Episcopal Diocese of Maryland offers a competitive and comprehensive benefits package designed to support the well-being of our employees (clergy and lay) and their families. Benefits include:

- Medical, dental, and vision coverage through the Church Pension Group.
- Participation in the Church Pension Fund retirement plan (as applicable)
- Life insurance and disability coverage
- Paid vacation, sick leave, and diocesan holidays
- Employee Assistance Program and wellness resources
- Professional development opportunities
- A supportive work environment grounded in faith, mutual respect, and shared mission

Salary is commensurate with experience and within the diocesan compensation structure.

## **Additional Information**

All prospective employees will be required to complete a background check *before* a position is offered. All new employees will be required to complete required diocesan trainings within six (6) months of their start date.

The Episcopal Diocese of Maryland provides equal employment opportunities to all individuals and employment decisions at the Episcopal Diocese of Maryland are based on qualifications and abilities. EDOM does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, or veteran status.

## **To Apply**

Please submit your resume and cover letter to The Rev. Christine L. McCloud, Canon to the Ordinary for Administration / Chief of Staff – [personnel@episcopalmaryland.org](mailto:personnel@episcopalmaryland.org)