



CATHOLIC CENTRAL HIGH SCHOOL

EXCELLENCE IN THE CATHOLIC TRADITION SINCE 1906

Position: Catholic Promise Program Manager / Human Resources Generalist

Status: Full-time

Reports to: President

About Catholic Central

For more than a century, Catholic Central has been a community where students are known, challenged, and supported in becoming who God calls them to be. Our faculty and staff are at the heart of that mission, and caring for them is one of the most important things we do.

About the Role

This position serves two complementary roles between human resource functions and Catholic Promise program management. The role carries important administrative responsibilities (records management, compliance, reporting, etc.), but at its heart, it is about people.

On the HR side, you will be a trusted resource for faculty, staff, coaches, and leadership: welcoming new employees, helping people navigate questions and challenges, supporting professional growth, and strengthening a positive, mission-centered workplace.

On the Catholic Promise side, you will help facilitate this multifaceted program, working with families, Admissions, Campus Ministry, the Business Office, Promise Guides, and school leadership to help the program thrive.

The right person is highly organized, enjoys working with people, moves easily between task work and conversation, and wants an active role in a vibrant Catholic school community.

Duties and Responsibilities

Human Resource Generalist (60%)

- Coordinate recruiting, scheduling interviews, reviewing background checks and references.
- Manage onboarding and orientation for new employees, including required documentation and training.
- Support performance review processes and employee development initiatives.
- Coordinate offboarding, exit processes, and all related documentation.
- Maintain accurate, confidential personnel files, reports, and HR documentation.

Employee Relations

- Serve as an HR resource for employees, handling questions and concerns professionally and confidentially.
- Support employee relations matters, investigations, corrective action, and performance management.
- Administer and communicate school policies, procedures, and employee programs consistently.

Benefits & Payroll Administration

- Administer employee benefits and serve as liaison with benefit providers.
- Assist with annual benefits enrollment and other HR administrative processes.
- Coordinate payroll-related changes and review payroll to ensure accurate, timely payroll processing performed by the business office.

Compliance & Training

- Ensure compliance with applicable federal, state, and local employment laws.
 - Coordinate required training, including safety, Safe Environment, and workplace compliance training, and maintain accurate training records.
 - Coordinate HR policies and practices with the diocesan Director of Human Resources.
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Duties and Responsibilities

Catholic Promise Program Management (40%)

The Catholic Promise program is central to Catholic Central's mission and its commitment to partnering with families and parishes. This role oversees the program's internal controls, administrative processes, and day-to-day operations, ensuring the program is administered with integrity.

- Maintain the program's master records across multiple departments for the President. These include eligibility documentation, parish support, student standing, and parent engagement.
- Build and maintain the annual student-level Promise data files: by student, household, grade level, parish, program status, and financial aid.
- Monitor family compliance with program requirements at established checkpoints with and through the Promise Guides. Flag gaps and route them to school leadership, as needed, for follow-up.
- Coordinate the flow of program information among the business office, admissions, student life, campus ministry, and Promise Guides so deadlines and renewal cycles are met.
- Welcome Promise families at annual conference evenings and direct each family to their assigned Promise Guide.
- Prepare participation, retention, and impact reports for the President. Assemble the recurring reporting package for founding benefactors, school board, and the Diocese on behalf of the school.
- Protect student and family privacy in all shared data, applying de-identification standards.
- Recommend improvements to program processes, systems, and data quality as the Promise program grows.
- Evaluate and update the Promise's internal standard operating procedures.
- Coordinate quarterly Promise communications for program recipients.
- Other duties as assigned by leadership.

Qualifications

- Bachelor's degree in human resources, business, or a related field, or equivalent experience.
- 2+ years of HR generalist or related experience; in a school, nonprofit, or faith-based setting preferred.
- Working knowledge of Michigan and federal employment law.
- Strong organizational, data, and records-management skills.
- Ability to manage multiple priorities, deadlines, and confidential responsibilities.
- Proven experience and discretion with confidential information.
- Clear, warm, and approachable communication style.
- Strong interpersonal skills and a genuine enjoyment of working with people.
- Ability to build positive relationships across a diverse school community.
- Comfortable working both independently and collaboratively.
- Supports the mission of Catholic education and the teachings of the Catholic Church.
- Must complete a background check and the Diocese of Grand Rapids Safe Environment requirements.

To Apply

To apply, please send a cover letter and résumé to **Jen Quint** at jenquint@grcatholiccentral.org. This is an immediate opening, though the start date is negotiable for the right candidate. Applications will be reviewed as they are received.
