



Join Our Team: Director, Organizational Health & Ministry Support

Location: Remote and Hybrid work options (Lehigh Valley, PA)

Hours: Part-time (10 to 20 hours/week, flexible)

Reports to: President, Push The Rock

Are you a seasoned leader—perhaps recently retired or transitioning from full-time work—who still wants to make a meaningful impact? Do you enjoy supporting people, strengthening teams, and helping a Christian ministry operate with excellence?

Push The Rock is seeking a Christ-centered, mission-driven professional to invest their experience in developing people, processes, and a healthy ministry culture. This role offers the opportunity to steward wisdom gained over a career to support a ministry that is impacting lives throughout the world using the power of sports to share the Gospel.

About Push The Rock

At Push The Rock, **sports is our language — Jesus is our message!** Since 1997, Push The Rock (PTR) has been creating life-changing experiences through sports by introducing people to Jesus and helping them live and play for Him. Headquartered in Lehigh Valley, PA, our reach extends throughout Pennsylvania and into New Jersey, across the U.S. through our Eagles Wings Disc Golf ministry, and into five countries around the world. From local gyms to international playing fields, we're passionate about using the power of sports to impact the world for Jesus - one life at a time.

The Opportunity

The **Director of Organizational Health & Ministry Support** plays a vital behind-the-scenes role that ensures our staff and volunteers thrive, our ministry runs with integrity, and our mission moves forward effectively.

This paid part-time position is ideal for someone who:

- Has deep experience in HR, leadership, or organizational administration
- Loves supporting people and building healthy teams
- Appreciates purposeful, flexible, part-time ministry work
- Desires to invest their skills and wisdom in Kingdom impact

Your leadership will help us cultivate a Christ-centered culture, strengthen the structures that support our globally dispersed staff, and steward our ministry with excellence.

Key Areas of Impact

Human Resources Leadership

- Serve as the primary HR resource for staff, leadership, and volunteers.
- Oversee onboarding and offboarding with warmth, clarity, and professionalism.
- Maintain personnel files, documentation, and compliance records.
- Provide support to US and international staff, interns, and volunteers.
- Lead the performance evaluation process and support staff development efforts.
- Ensure compliance with federal, state, and local employment laws and nonprofit best practices.

Policy Development & Implementation

- Develop, update, and implement organizational policies (handbook, code of conduct, safeguarding/security, etc.) for PTR and In The Zone Athletics
- Ensure policies reflect PTR's mission, values, and legal responsibilities.
- Communicate updates and assist with training and rollout.

Administrative & Operational Oversight

- Manage organizational insurance policies (liability, health, workers comp, automobile, international, etc.).
- Evaluate and coordinate service providers (payroll, benefits administration, IT systems, software platforms, legal, HR services, etc.).
- Support risk management and compliance documentation.
- Provide support for board reporting, documentation, and meeting preparation.
- Manage administrative staff.

Organizational Culture & Support

- Help maintain a positive, mission-centered, and supportive organizational culture.
- Work with leadership to identify opportunities for operational improvement.
- Provide administrative support for audits, special projects, and strategic initiatives.
- Promote the spiritual well-being of both staff and the organization by developing and implementing a holistic care plan.

Who You Are

- A mature follower of Christ who desires that your work reflect your faith and character.
- A caring and relational person who enjoys supporting and encouraging staff and finds joy in helping others succeed.
- A thoughtful, systematic thinker who identifies gaps and proactively offers solutions.
- A strong communicator who handles sensitive situations with grace and professionalism.
- Trustworthy, confidential, and dependable—especially with personnel and leadership matters.
- Organized, detail-oriented, and able to manage multiple responsibilities while keeping the big picture in mind.
- Excited about strengthening processes and structures that help ministry flourish.

Qualifications

- A personal and growing relationship with Jesus Christ.
- Passionate about Push The Rock's [Vision, Mission & Core Values](#) and in agreement with our [Statement of Faith](#).
- Experience in human resources, administration, leadership, or a related field.
- Strong communication, organization, administrative and problem-solving skills.
- Ability to work independently while collaborating effectively with a global ministry team.
- Experience in nonprofit or ministry settings is preferred.
- Familiarity with volunteer management is a plus.

Why This Role Matters

When this role is done well, our staff thrive, our ministry operates with excellence, and our mission advances more effectively to have a greater Kingdom impact. This position is not just about HR and administration—it is about stewarding the well-being of a global ministry so that lives can be transformed through Christ-centered sports outreach.

Ready to Join Our Team?

Send your resume and a brief cover letter sharing why you're a great fit — and how you feel called to serve — to joinourteam@pushtherock.org.