



JOB DESCRIPTION

Title: Human Resources Coordinator Department: Administrative Supervisor: Brian Beckner Work Hours: 15 - 25 hours per week	Status Category: 5 Staff Category: Part-Time Administrative Job Description Updated: 7/18/2022
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POSITION SUMMARY

Community Christian Church (Community) is a vibrant and growing church called to impact our world with the love and message of Jesus Christ. To apply, you must be Christ follower, have a heart for ministry, desire to see God's kingdom advance, and be committed to making Community your church home, the place where you worship and serve.

The Human Resources Coordinator is responsible for performing HR-related duties on a professional level and works closely with the Community staff supporting the overall mission of the church. The position carries out responsibilities in the following functional areas: onboarding and offboarding, recruitment/employment, and employment law compliance.

QUALIFICATIONS:

- Ability to maintain a high level of confidentiality while managing and maintaining personnel information and records, sign confidentiality agreement.
- Demonstrate a high degree of professionalism, trustworthiness, discernment, good judgment and integrity.
- Possess knowledge of state & federal employment regulations, HR best practices, salary and benefit regulations.
- Bachelor's Degree or 3+ years' experience in HR, preferably church or non-profit related.
- PHR Certification a plus, or willing to work towards it.
- Excellent written and verbal communication skills.
- Coachable and approachable.
- Bring a calm, nurturing dynamic to employee relations.
- Be solutions oriented, have vital planning and problem-solving skills.
- Possess excellent leadership skills.
- Be organized, efficient, and demonstrate strong time management skills.
- Proactive and take the initiative to ensure projects are completed in a timely manner.
- Proficient in MS Excel, MS Word, using PC or Mac systems, internet research.

RESPONSIBILITIES:

- Oversee Human Resources for Community, including interviewing and onboarding new staff, administering employment policies, and benefits administration, etc.
- Stay current with all state and federal laws and regulations to ensure church compliance.
- Handle benefits administration - keep employee elections up to date in benefit & HR portals, field questions, etc.

RESPONSIBILITIES (continued):

- Create and ensure that the church compliance policies & procedures are followed, with the approval and oversight of the Executive Team.
- Maintain the Employee Handbook.
- Oversee the recruiting, interviewing, and hiring processes for open positions within the church.
- Manage all processes related to onboarding new hires, orientation, and entering new employees into the online payroll, status changes for employees, and the offboarding process for employees leaving.
- Maintain personnel files and records and ensure confidentiality of the contents.
- Maintain and oversee employee background checks and the renewal of lapsed records.
- Create, standardize and maintain Job Descriptions and update the organizational chart.
- Manage distribution and maintenance of security alarm codes.
- Review biweekly time entry in ADP system before payroll processing.
- Be a backup to the Accounting Supervisor for processing of biweekly payroll through ADP.
- Track, audit and manage Paid Time Off (PTO) requests.
- Manage health insurance benefit plans, including the search for competitive renewal bids, enrollment, and changes (Medical, Dental, Vision, Life, Accident, Keyman Life, Directors & Officers, Disability, Worker's Comp).
- Handle Worker's Comp and Incident Reporting for Employees/Volunteers/Church attenders.
- Obtain proper docs for contractors (Hold Harmless, Certificate of Insurance, Worker's Comp certificate-or exemption, Contractor App, Form W-9, prepare a contract).
- Maintain the records for Auto license and insurance for all CCC staff driving twice a week for business.
- Manage the church retirement plan, including education, enrollment, and set-up.
- Work with Executive Team to promote a cohesive staff culture and stimulate healthy communication to foster harmony among staff members.
- Maintain consistent availability for employee relations, meet with staff members for questions, coaching, conflict resolution, and problem-solving. Develop a relationship with staff characterized by approachability, trust, wise counsel, and encouragement to live out the values of Community.
- Coordinate annual employee reviews, stay interviews, and disciplinary actions.
- Handle staff compliance and safety training as necessary.
- Maintain professional knowledge by attending educational webinars, reading professional newsletters, and establishing networks.
- Facilitate staff recognition events for birthdays, anniversaries, milestones, and team building.
- Other HR-related duties as assigned

Employment-At-Will

All employees of Community, are at-will; as such, they are free to resign at any time without reason. Community likewise retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period. Any salary figures provided to an employee in annual or monthly terms are stated for convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period.

No manager, supervisor, or employee of Community has any authority to enter into any agreement for employment for any specified period or to make any agreement for work other than at will.

I have read and received a copy of my Job Description. I understand this overrides anything I have been given or told in the past. I understand that I am expected to follow my job as outlined above. I will speak with my immediate supervisor if I have questions about what is expected of me. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks.

It is required that all Community staff members agree with the vision, values, and Statement of Faith of Community and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook. Those who serve the Lord at Community are expected to embrace a high biblical standard of personal conduct and public and personal lifestyle.

Employee Signature: _____

Date Signed: _____

Supervisor Signature: _____

Date Signed: _____