

## Human Resources Coordinator

Role Type: Part-time (15-20 hrs/week)

Department: Human Resources

Reports To: Executive Pastor

### Overview

The Human Resources Coordinator position provides administrative support for all aspects of Human Resources at The Bible Chapel. The HR Coordinator will help manage Human Resources in a clear, consistent, and organized manner in support of our employees in conjunction with the Executive Pastor and Leadership Team.

### Responsibilities

- Creates (types and proofreads), compiles, stores, and updates all job descriptions
- Posts employment opportunities internally through the TBC website, externally through social media and web platforms, and coordinates interview schedule with potential candidates
- Creates and implements a strategy for staff recruitment and internships that includes outside networking amongst a wide variety of sources (e.g. colleges, conferences, career fairs)
- Oversees, manages and updates all clearance process for staff and volunteers
- Coordinates the employee welcome and onboarding process for new employees in conjunction with the transition team.
- Oversees the various components of the HR management software and other resources (e.g., performance management, ADP, data records)
- Lead training of staff to access and utilize the HR management software (ADP)
- Onboarding and offboarding staff from benefit programs for which they qualify and serve as the first contact for questions regarding benefits
- Assists in the set up and execution of staff development meetings, retreats and staff development activities as directed by the leadership team of TBC
- Regular attendance at TBC church services, meetings, staff functions, and events as required
- Other Responsibilities: As assigned by Supervisor

### Spiritual Gifts

Discernment, Administration, Leadership, Teamwork

### Skills

The ideal candidate would be a mature believer in Jesus Christ and possess 2+ years of Human Resources experience or 3 + years of management experience and equivalent life experience. This individual would be detail orientated and administratively gifted. They are a team player and agile thinker with a focus on developing creative solutions. They must possess excellent written and verbal communication skills. They are a team builder, delegator, collaborator, and process oriented.

*\*This Job Description is subject to change at management's discretion*