

Concord Church Position Description
Job Title: Human Resources Coordinator
Reports to: Human Resources Director
Updated: September 15, 2017
Non-Exempt Employee

General Summary:

The Human Resources Coordinator supports the Human Resources Director's efforts to develop and implement human resources policies, procedures, and programs. The Human Resources Coordinator assists with staffing and recruitment, health and safety training/compliance, employee retention and engagement, performance management, and other HR initiatives.

The Human Resources Coordinator exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

Essential Functions:

- Manage the day-to-day recruiting function, including positng positions, placing job ads, applicant tracking, pre-employment assessments, and scheduling interviews.
- Develop and conduct on-boarding for new staff members including scheduling activities, new hire orientation scheduling, and co-facilitation.
- Assist in the development of and implementation of Human Resources policies, procedures and programs.
- Track completion of annual performance reviews and other scheduled initiatives.
- Assist Human Resources Director the annual health insurance enrollment process.
- Maintain accurate staff records in HRIS system.
- Assist with training on sexual harassment, safety, and management training (such as Employee Handbook training).
- Assure compliance with all federal, state, and local employment laws and reporting requirements.
- Perform other duties as assigned.

Supervisory Responsibilities

This is an individual contributor role with no direct reports.

Education and Experience

This position requires a minimum of a Associate's Degree from an accredited college or university, preferably in Human Resources, Industrial Relations, or a related field.

This position requires a minimum of 3-5 years of Human Resources Administration.

Core Skills:

Apply strong written communication skills for correspondence, reports, and other organization materials.

Utilization of HR and payroll and software systems.

Maintain knowledge of current employment laws and HR practices.

Organize orientations, training sessions, interviews, and performance reviews.

Advanced Skills:

Proficiency in basic computer programs such as Microsoft Word, Excel, Outlook and PowerPoint.

Physical Requirements:

An employee in this position primarily works in a typical office environment, is generally sedentary, and uses computers, calculators, phones, and other office equipment to fulfill the position duties. An employee in this position is required to walk, hear, speak, and stand to interact with church staff, members, and volunteers. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work.

Travel Requirements

This position does not have any travel requirements.

Concord Church Membership

The individual accepting this position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.