

Human Resources Coordinator

Department: Operations

Reports To: Director of Human Resources

Exemption Status: Non-Exempt

FT/PT: Part Time (*schedule TBD*)

Position Category: 02

Approved By: Brenda Corey

Approved Date: 2/12/2018 (*DRAFT*)

SUMMARY

Under the direction of the Human Resources Director, The HR Coordinator is responsible for maintaining and building upon robust systems that will empower our team to work and lead well and advance departmental and organizational goals in line with Bel Air Church's mission, vision, and values. This includes coordinating payroll, benefits, recordkeeping, recruiting/onboarding, performance management, and other HR functions, with an eye toward process improvement.

The HR Coordinator is focused, detailed, and reliable, with a high appreciation for systems that support organizational health; interacts with others in a calm and compassionate manner in potentially sensitive situations; demonstrates high team morale, acquires leadership skills and applies those skills on a daily basis; develops a reputation as a reliable/dependable partner to leadership and colleagues inside/outside of department; demonstrates the following essential skills: integrity; confidentiality; excellent communication, interpersonal, and etiquette skills; ability to follow through on tasks; ability to multi-task and respond to changing priorities; orientation to detail; is comfortable with technology and able to quickly learn new systems and software.

NON NEGOTIABLE:

- Live the Bel Air Church mission, vision, and values
- Highly collaborative, motivated, and team focused in a fast paced environment
- Emphasizes team, multiplies networks within the community, self-starter
- Works well in a learning, dynamic and constantly changing environment
- Problem solver not a "problem bringer"
- Conceptually "gets" social media

MEASURABLES:

- Service orientation
- Judgement and problem solving
- Attendance, reliability, productivity, and quality of work
- Ability to build effective teams and healthy working relationships
- Leadership and mentorship
- Interpersonal communication
- Stewardship of Bel Air Church vision and resources

ESSENTIAL DUTIES AND RESPONSIBILITIES

FIRST REQUIREMENT:

- ALIGNMENT with the mission of Bel Air Church:
- FOLLOW JESUS EVERY DAY AND EVERYWHERE WITH EVERYONE.

Support the Human Resources Department:

- Prepare bi-weekly payroll file, and provide timekeeping support to staff
- Support HR Director in the hiring and onboarding of new staff
- Coordinate annual employee benefit administration in cooperation with HR Director and team of insurance brokers
- Reconcile insurance carrier invoices with employee enrollment monthly
- Prepare and transmit 403(b) payments monthly
- Responsible for departmental recordkeeping, including the creation, maintenance, and archiving of personnel files
- Under direction of the HR Director, support annual and midyear performance evaluation process
- In the absence of the HR Director, direct time-sensitive requests to the proper individuals
- Support HR Director in other administrative tasks as they arise

POSITION REQUIREMENTS

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Skills Required:

- *Integrity*, honesty, reliability, discretion, full understanding of necessity for confidentiality in this role;
- Excellent *interpersonal* skills;
- Ability to *follow through* on all daily open items;
- Ability to *multi-task* and work under the pressure of changing priorities;
- Exceptional *detail orientation*;
- Excellent written and oral *communication* skills;
- Excellent computer skills, including advanced proficiency in Excel and ability to learn and adapt to new software and systems.

Education and/or Experience: Associate's degree required. Prior experience in human resources, payroll, accounting, or bookkeeping required. One to two years of experience in human resources, and/or payroll is preferred.

Language Skills: Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write lengthy, professional correspondence. Ability to effectively communicate complex concepts in a clear and fluid manner in one-on-one and small group situations to stakeholders of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers,

common fractions, and decimals.

Reasoning Ability: Ability to understand and carry out detailed, complex conceptual, written, or oral instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations using business acumen.

Computer Skills: Advanced proficiency in Microsoft Applications, with emphasis on Excel, Word, and Outlook. Experience with HRIS and payroll systems (Paylocity, ADP, Kronos, Paychecks, or similar) strongly preferred. Ability to learn and adapt to new software and systems.

Work Schedule: This is a part-time position. Days and hours TBD.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk, hear or see. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, bend, lift files, and operate standard office equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____