

JOB DESCRIPTION

Position Title:	Human Resource Coordinator
Position Reports to:	Executive Pastor & Controller
Department:	Human Resource
Schedule (may vary):	M-Th (9-3) 20-25 hours/week
Rate/Salary:	

General Description

- Overall responsibility to maintain and oversee all aspects of Human Resources as well as work within the vision of North Coast Calvary Chapel.

Specific Duties and Responsibilities

- Oversees human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff and implementing changes
- Administers all benefits, benefit training and renewals.
- Keeps HR records, files, reports and logs up to date and organized.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions and training, as well as EEO compliance requirements.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Creates, administers, and tracks all mandatory trainings and compliance requirements.
- Partners with accounting on administrative tasks and projects.
- Responsible for investigating and compliance on all complaints, policy issues and conflicts.

Knowledge/Skills Required for the Job

- Human Resources Management
- HRIS systems
- Recruiting, onboarding and terminations
- Fostering teamwork & unity
- Process improvements
- Organizational Astuteness
- Experience and gift for successfully recruiting, and motivating
- Ability to drive successful results through networking and outreach
- Ownership and accountability for all responsibilities
- Ability to handle difficult situations well and handles stress with a calm and effective demeanor
- Strength in working under pressure and with deadlines
- Works well with others and committees to accomplish goals
- Outgoing personality, servants heart
- Passion for Christ and the Mission of NCCC
- Ability to interface with all staff

Minimum Requirements

- College Degree
- Ability to work well with others in a team environment
- Ability to work effectively with various levels of staff
- Ability to hold discrete information confidential

Desirable Qualifications

- PHR or SPHR qualified
- Experience working in a Church environment

Personal Relations

- Works directly with all ministries and managers
- Works with individualized attention to employees

Work Environment

- Cubicle and some offsite

Physical Requirements

- Sitting – at a desk (regularly)
- Walking (frequently)
- Stairs (occasionally)
- Standing (occasionally)
- Typing – computer keyboard
- Telephone – receive and dial calls
- Speaking (regularly)
- Hearing (regularly)
- Seeing (with correction) close & distance (regularly)
- Lifting (up to 20 pounds)