

**JOB DESCRIPTION**  
**HUMAN RESOURCES COORDINATOR**  
**SHARED ALL-CAMPUS**



**Ministry Area:** Administration: Human Resources (HR)  
**Ministry Position:** Coordinator  
**Time commitment:** 15 hours per week, part-time non-exempt salary  
**Report to:** Debra Hullinger, Human Resources Manager

**Position Overview**

As a regular and faithful attendee of Grace Church, this ministry position is designed to effectively serve the staff of Grace Church by supporting the Human Resources Manager and assuming ownership for various tasks and responsibilities in the world of HR.

**Essential Job Functions**

- Process I-9s for each new hire for all campuses.
- Process staff PTO (Paid Time Off) requests accurately and be the point person for all campuses for questions.
- Keep an accurate record of timesheets submitted by our coordinators for all campuses being the point person for questions.
- Keep the new hire folders stocked and up-to-date with most current documents.
- Give input into the health insurance benefit offered to our staff and eventually becoming the staff contact for questions.
- Actively assist in the onboarding process.
- Process all invoices related to HR purchases.
- Prepare and submit expense and mileage reimbursement form.
- All other tasks as requested.

**Requirements**

- Has experience working in Human Resources.
- Excellent skills with Excel, MS Word, and Office (including Outlook)
- Confidence in your use of technology
- Willingness to learn website updating and maintenance, GraceLINK, etc.
- Acute attention to detail

**Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (I John 5:14).

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## **General Requirements**

- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and the Staff Creed.
- Have attended the Discovery Classes or will attend within the first six months of being hired.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Is self-directed and a self-starter being able to work independently with minimal supervision. Is pro-active and dependable.
- Has a heart that is focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

## **Measured By**

- 30, 60, 90-day and annual review by the Human Resources Manager.
- Input from staff and volunteers.