



## **JOB DESCRIPTION**

### **Human Resources Specialist**

Human Resources Team  
Executive Office

Reports To: Director of Human Resources  
Category of Employment: Support Staff; **Full-Time**  
Payroll Status: Salaried, Exempt  
Office Hours: **Minimum of 40 hours per week**

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*The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.*

### **Job Summary**

To further the mission of the Church by overseeing the organization and office administration of the Human Resources Department.

### **Minimum Qualifications**

- 1. Experience:** Minimum of three (3) years experience in Human Resources, Office Administration, or a related field.
- 2. Education:** Minimum of a Bachelor's degree from an accredited college or university. A preferred candidate will have a Graduate degree from an accredited college or university. Consideration will be given to candidates having experience and demonstrated proficiency in field.
- 3. Knowledge, skills, and gifts:** Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher, Visio and PowerPoint. Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers.
- 4. Physical Demands:**
  - a. May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
  - b. Operation of church vehicles.

### **Expectations**

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

### **Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

## **Duties and Responsibilities (Essentials)**

1. General staff responsibilities:
  - Maintain in notebook (CROAKER) all ministry tasks and functions specific to position.
  - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events.
2. Specific ministry duties and responsibilities:
  - **General Human Resources Support**
    - Provides administrative support to the Human Resources Director, including calendar maintenance, answering incoming calls to the Human Resources Department, and special projects.
    - Creates and maintains accurate personnel records to include all employee files, attendance records, correspondence from benefit providers, and applications for open positions.
    - Ensure job descriptions and organizational charts are complete and accurate.
    - Produces reports regarding employee data and hiring statistics.
    - Maintains the department budget, including processing receipts and reconciling monthly Visa statements.
    - Greets and assists employees with HR related questions.
  - **Staffing**
    - Assists the Human Resources Director in the hiring process, including posting positions, processing resumes, coordinating the interview process, and assisting with pastoral relocation.
    - Assists with Support Staff job offers and ensure proper offer letters and Benefit Sheets are completed and presented to the candidate.
    - Conducts pre/post-employment checks including: the coordination of background checks, reference checks and the processing of I-9 paperwork.
    - Plans, coordinates, and implements the orientation of all new employees.
  - **Benefits Administration**
    - Assists the Human Resources Director in benefits administration.
    - Maintains accurate records for benefits administration; assists with benefits design, implementations, communication and evaluation.
    - Enrolls new employees into benefit programs, updates all employees regarding changes to policies, and serves as liaison with health and supplemental insurance representatives.
    - Employee communication of benefits and company policies to individual employees and groups of employees including acting as the primary contact for employee benefit and policy questions.
3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

**Performance and Evaluation**

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

**Employee Acknowledgement**

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member:

\_\_\_\_\_  
**Signature of Staff Member**

\_\_\_\_\_  
**Date**

Job Description Approved: \_\_\_\_\_ (HR Initials)      \_\_\_\_\_ (DH Initials)

*Reformatted 02/21/17*