



## **JOB DESCRIPTION**

**DATE:** March 7, 2022  
**JOB TITLE:** **Human Resources Coordinator**  
**LOCATION:** Central Services  
**REPORTS TO:** Executive Pastor of Expansion  
**FLSA STATUS:** Part-time, Non-exempt

### **SUMMARY**

The Human Resources Coordinator will plan and coordinate the daily operational functions of the Human Resources Department. They will participate in and assist the Executive Pastor of Expansion with all functional areas of Human Resources, including recruiting, hiring, benefit administration, employee relations, performance and wage review, and staff development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for benefit administration including, but not limited to, health, dental, vision, disability, life insurance, Section 125A flexible spending accounts, Worker's Compensation and Tuition Reimbursement.
- Develop and maintain strong working relationships with benefit brokers to provide a strong, competitive benefit package to Prairie Lakes Church employees.
- Maintain the Ease Portal which provides benefit enrollment and PTO records.
- Provide the Finance Director employee pay, benefit information and timelines in a timely manner.
- Maintain the Employee Handbook.
- Participate in and assist with employee relations, including difficult and sensitive issues. Protect the interests of the Church and the employee in accordance with appropriate church policies and governmental regulations.
- Assure compliance with federal, state and local regulations at all times, including compliance postings.
- Coordinate the new employee onboarding and orientation process for all new staff.
- Respond to employee questions regarding human resources programs, processes, personnel information, and interpretation of HR policies and procedures.
- Maintain complete and up-to-date personnel files on all employees.
- Develop, update, and maintain job descriptions for employees and volunteers.
- Participate in the execution of the annual employee performance review process.
- Assist with the PLC internship program.
- Assist with supervisor training and employee development.
- Process and distribute FMLA and other compliance paperwork.
- Maintain confidentiality of employee and company information.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibility.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate's daily walk with God will be an example to all.

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.

### **EDUCATION and/or EXPERIENCE**

- Bachelor degree in Human Resources, Business, or Psychology preferred.
- Equivalent combination of education and experience accepted.
- Two or more years experience in human resources administration.
- Working knowledge of FLSA, FMLA, ADA, EEO and other regulations related to employment.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

### **OTHER SKILLS AND ABILITIES:**

- Working knowledge of principles and practices of Human Resources.
- Demonstrated proficiency with general business acumen.
- Strong written and oral communication skill.
- Self-directed and decisive.
- Strong service/quality attitude.
- Sense of urgency and ability to meet deadlines; self-directed; effective time management.
- Strategic thinker with strong analytical skills.
- Excellent interpersonal skills with the ability to communicate and establish effective working relationships with all levels of people.
- The ideal candidate should be creative, detail oriented, flexible and decisive with the ability to plan, organize, coordinate work, set priorities and motivate others.
- Organized and able to set priorities.
- Proficient with Word, Excel, Publisher, Dropbox, Google suite and Basecamp.

### **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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

### **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.

The noise level in the work environment is usually moderate. This campus has a nonsmoking environment.

**COMMENTS**

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_