

HUMAN RESOURCES (HR) COORDINATOR

CPC Vision

At CPC we want to be a people and a church open to how the Gospel moves.

Overview

The Human Resources Coordinator will support and maintain HR processes that help recruit, develop, and care for CPC staff. This person will be successful when the administrative and operational tasks of HR are being executed with excellence, consistency, and accuracy while aligning with CPC's vision and values. This role requires a highly organized individual with strong administrative and interpersonal skills as well as a heart for ministry.

Primary Responsibilities

- **Recruiting & Hiring Process**
 - Coordinate and tracking job postings and recruitment efforts across various platforms.
 - Source and attract qualified candidates through proactive recruiting strategies.
 - Partner with the Creative & Communications team to promote employment opportunities through social media and other channels.
 - Serve as the primary point of contact for candidate communication throughout the hiring process.
 - Coordinate candidate screening, interview scheduling, interview materials, and documentation.
 - Work with outside recruiter as needed and depending on the open position.
 - Arrange travel and logistics for out-of-town candidates when needed.
 - Maintain recruiting records and demographic reporting to ensure compliance and accurate tracking.
- **Onboarding**
 - Coordinate all administrative aspects of the onboarding process.
 - Maintain onboarding checklists and workflows to ensure a positive new hire experience.
 - Execute tasks related to onboarding scheduling such as: hiring meetings, training sessions, and other orientation activities.
 - Prepare onboarding materials and communicate with new hires before their start date.
- **Volunteer Screening & Support**
 - Responsible for HR tasks associated with volunteer applications, background checks and reference review processes.
 - Support ministries in maintaining volunteer screening standards and procedures.
- **HR Administrative Support**
 - Maintain electronic personnel files and HR information systems.
 - Assist with payroll processing and related administrative tasks.
 - Support maintenance of job descriptions, Employee Handbook, HR policies, and policy & procedure documentation.
 - Manage staff screening and training processes.



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- Provide administrative support for staff development benefits and associated application processes.
- Work in collaboration with team members to ensure HR records are accurate, confidential, and compliant with applicable requirements, adhering to proper documentation protocol.

Other Duties

- Maintain a level of understanding of the ministry of CPC in order to support employees through administrative human resources tasks
- Meet regularly with the Director of HR & Operations for development, encouragement, feedback, and accountability
- Actively participate in and attend team meetings
- Communicate and work effectively with staff, congregation, visitors, and vendors
- Attend CPC staff meetings and other staff events/retreats as determined by supervisor
- Participate in various CPC programs, including weekend services, special services for holidays (Advent, Palm Sunday, etc.), and other leadership events

Minimum Requirements

- Actively pursuing a relationship with Jesus Christ
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- A working knowledge of Scripture and an active prayer life
- Relational, effective and proactive communicator
- Energy for recruiting and talking with new people
- Eagerness to learn with a teachable and flexible spirit
- Confident self-starter with a strong work ethic
- Solid organizational, detail-oriented, and multi-tasking skills
- Problem-solver and critical-thinker
- Proven ability to maintain confidentiality and work with sensitive information
- Computer skills sufficient to work with Microsoft Office Suite, Google Workspace/Drive, and general web access using vendor sites
- Basic understanding and experience working in a non-profit or ministry environment
- BA/BS degree in a discipline related to ministry and/or business
- Regular and reliable attendance to perform responsibilities of the position

Preferred Requirements

- Experience working in an operational, administrative, supportive, or HR role
- Leadership skills, abilities, and experience

Physical Requirements

- Ability to sit, walk, and/or stand for extended times
- Ability to occasionally lift, carry, and/or move 10-25 pounds
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

Position Reporting: Human Resources Coordinator reports to Director of HR & Operations



Hours: This is a full-time, hourly (40 hours/week), year-round, and non-exempt position. The work week is Monday-Friday with potential for some Sunday hours as needed/scheduled.

Benefits & Compensation: This position is eligible for Medical, Telemedicine, HSA, FSA, Dental, Vision, Life/AD&D, STD, LTD, voluntary Life AD&D, and 403(b) retirement plan with employer contributions. Pay rate range is \$22-\$26 per hour, depending on a number of factors such as experience, skillset, education, and role requirements.

Application Details: To apply for the position, please contact us via email at employment@cpcedina.org. Provide a cover letter and include a current resume outlining your experience and relevant qualifications.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.