



JOB DESCRIPTION

Position Title: Human Resources Specialist

Reports To: Human Resources Manager

Campus: Office at Mesa, support all campuses

Status: Full-time, Non-exempt

Position Summary: The Human Resources Specialist oversees benefits & wellness administration, staffing and administrative support of the HR team. The HR Specialist champions HR & organizational processes while interacting with the staff.

This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.

Responsibilities:

- Benefits & Wellness
 - Coordinate new staff enrollment annual renewal/open enrollment
 - Process any changes, additions, and payments for benefit organizations
 - Oversee workman's compensation and FMLA
 - Develop, implement, and coordinate dynamic and engaging wellness program
 - Assist staff with questions/needs with diligence and timeliness
- Staffing
 - Coordinate steps of hiring process for all open positions while maintaining process integrity
 - Process job applications, conduct HR prescreen interviews and reference checks
 - Ensure completion of staff onboarding steps and orientation preparation
 - Coordinate administration of job changes
- Staff Relations
 - Maintain strict confidentiality and exercise discretion in all areas
 - Coordinate staff recognition and enrichment
 - Participate in new staff orientation
 - Work with staff to maintain and ensure accuracy of job profiles
- Administration
 - Support HR Manager
 - Recruits, trains, develops, and leads servant minister administrative team
- Other duties as assigned

Knowledge, Skills and Experience Required:

- Minimum two years related work experience; some benefits & wellness experience required
- Exceptional administrative and organizational skills with a high level of accuracy and attention to detail
- Excellent people skills including written and verbal communication
- Strong leadership skills with mentoring and training abilities
- Computer skills with advanced proficiency in Microsoft Outlook, Excel, Word; preferred Adobe Pro, Visio
- High integrity including ability to handle sensitive and confidential information
- Ability to multi task, adapt to changing responsibilities, and solve problems
- Ability to work independently within scope of assignment as well as cooperatively as a member of a team
- Spiritually mature

Competencies:

- **Interpersonal Savvy**
Relates openly and comfortably with people across levels, functions, culture and geography. Build rapport in an open, friendly, and accepting way. Acts with diplomacy and tact.
- **Organizational Savvy**
Is sensitive to how people and organizations function. Manuevers comfortably through complex policy, process, and people-related organization dynamics.
- **Instills Trust**
Gains the confidence and trust of others through honesty, integrity, and authenticity. Follows through on commitments. Is seen as direct and truthful. Keeps confidences. Shows consistency between words and actions.
- **Cultivates Innovation**
Creates new and better ways for Central HR to be successful. Comes up with useful ideas that are new, better, or unique.
- **Action Oriented**
Takes new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm. Displays a can-do attitude in good and bad times. Steps up to handle tough issues.

Role model in personal life:

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside the Church.

Model biblical integrity in all things:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, walk sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear;. The employee must occasionally lift or move up to **twenty-five** pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.