

Job Title:	Human Resources Assistant
Area of Church Operations:	Operations
Reports to:	Human Resources Director
Status:	Part-Time Employee
Classification:	Non-Exempt

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## SUMMARY

The Human Resources (HR) Assistant provides administrative support for Human Resources day-to-day activities. S/he performs various tasks with a high degree of confidentiality.

## ESSENTIAL FUNCTIONS

- Maintains accurate Human Resources files, records, documentation, and reports
- Answers frequently asked questions from employees relative to standard policies, benefits, Human Resources processes, etc.
- Maintains the integrity and confidentiality of files and records
- Receives and handles correspondence, i.e., emails, calls, and mail
- Assists with planning and execution of Human Resources events, such as, benefits open enrollment
- Attend relevant meetings, e.g., Human Resources department meetings
- Processes employee changes in job classification, compensation, department, and other related employment matters
- Prepares check requests and monthly credit card reconciliation for Human Resources
- Performs other related duties as assigned

## REQUIREMENTS, SKILLS, AND EXPERIENCE

### Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

### Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

### Professional

- High school diploma or equivalent
- Two years of administrative experience
- Excellent organizational, communication, and interpersonal skills
- Attention to details
- Ability to work on multiple tasks
- Ability to maintain confidential information
- Proficient with or the ability to quickly learn the human resource information system (HRIS)

- Proficient in the use of Microsoft Word, Excel, Outlook, Power Point, and aptitude to learn other software applications

#### TIME COMMITMENT

12 hours per week

#### SUPERVISORY RESPONSIBILITY

No direct reports

#### PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms.

#### WORK ENVIRONMENT

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, copiers, printers, and filing cabinets.

#### OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### SIGNATURE

*Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.*

Employee \_\_\_\_\_ Date \_\_\_\_\_

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