



## JOB DESCRIPTION

**Position Title:** Assistant Coordinator to Human Resources

**Reports To:** Human Resources Manager

**Campus:** Office at Mesa, support all campuses

**Status:** Part-time, Non-exempt, 24 hrs/wk

**Position Summary:** The Assistant Coordinator oversees organizational processes while interacting with current and potential staff. This position requires a wide range of relational, leadership, and administrative duties.

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

### Responsibilities:

- Active member of Human Resources team
  - Represent Human Resources well in interactions with Central staff, leaders, servant ministers, applicants, congregants and business partners
  - Be proactive with HR goals, programs, and opportunities
  - Actively participate in new staff orientations, team, and staff meetings
  - Recruit, train, and develop servant ministers for HR department functions
- Staffing
  - Coordinate steps of hiring process for all open positions while maintaining process integrity
  - Process job applications
  - Conduct prescreen interviews and reference checks
  - Ensure completion of staff onboarding steps and orientation preparation
- Staff Relations
  - Initiate building relationships with staff
  - Coordinate staff recognition and enrichment
  - Maintain strict confidentiality and exercise discretion in all areas
  - Maintain a sense of humor and fun
- Administration
  - Support HR Manager and team members proactively
  - Maintain and update job information for all positions
  - Perform department accounting processes
  - Inventory and order department supplies
- Other duties as assigned

### Knowledge, Skills and Experience Required:

- High integrity including ability to handle sensitive and confidential information
- Excellent people skills including written and verbal communication
- Administrative and organizational skills with a high level of accuracy and attention to detail
- Computer skills with proficiency in Microsoft Outlook, Excel, Word; Adobe Pro, Visio a plus
- 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
- Leadership skills with mentoring and training abilities
- High level of professionalism
- 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. Maneuvers 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.
- **Builds Networks**  
Effectively builds and maintains formal and informal relationships across a variety of functions and locations; draws upon multiple relationships to exchange ideas, resources, and know-how.
- **Optimizes Work Processes**  
Knows the most effective and efficient processes to get things done, with a focus on continuous improvement.
- **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.