

HUMAN RESOURCE COORDINATOR

JOB SUMMARY

The Human Resource Coordinator is responsible for administering the personnel affairs of Trinity Lutheran Church & School. This position is supervised by the Finance/HR Administrator. The Human Resource Coordinator is a part-time, onsite position.

AREAS OF RESPONSIBILITY

Human Resources

- Administer benefit and enrollment plans and review/disseminate annual changes in Concordia Benefit Package. Accurately manage paperwork and timely changes to benefits, communication with employees, and answering benefits-related questions.
- Maintain and audit employee personnel files, ensuring all required documentation, including up-to-date background checks and certifications, is securely archived and compliant with state and federal regulations.
- Maintain employee handbook, and ensure workplace policies comply with local, state, and federal laws.
- Design and implement a comprehensive onboarding process for new hires, ensuring a smooth transition into their roles and integration into Trinity's culture. In partnership with the hiring manager, provide necessary training, resources, and support to help new employees quickly become effective and engaged members of the team.

Recruitment

- Actively seek out potential employees who exhibit Trinity's values and professional competency.
- Establish and nurture recruiting relationships with local colleges, career centers, and ministry networks.
- Market Trinity's opportunities to high-caliber candidates and facilitate introductions to Trinity's leadership.

Hiring

- Administer the hiring process and recruit members for the Hiring Committee.
- Develop and maintain a library of cohesive job descriptions that reflect current roles and responsibilities.
- Partner with leadership and boards to establish and recommend appropriate pay ranges for new and existing roles.
- Coordinate with Communications for job advertising and recruitment outreach.
- Work closely with hiring managers to define and understand the specific requirements for open positions.

Finance Activities

- Under the direction of the Finance/HR Administrator, accurately confirm payroll benefits for all Trinity employees through the monthly reconciliation of benefit selection statements while maintaining compliance with legal and contract requirements.
- Lead the administration and establishment of yearly contracts for school staff and manage official Call documents and related records for LCMS rostered workers.

Support and encourage the other members of the staff

- Assist colleagues and work with volunteers.
- Display and promote high standards of behavior and ethical conduct.
- Carry out other duties and projects as assigned.

QUALIFICATIONS

- Experience with the hiring process.
- Ability to work with teams to foster professional and personal development.
- Basic knowledge of accounting and payroll.
- Ability to analyze, identify, and problem-solve while using sound judgment.
- Well-developed team skills, high level of confidentiality and integrity, and ability to consistently carry out job responsibilities.
- Committed follower of Jesus Christ.
- Must complete and pass a thorough background screening.

POSITION DETAILS

- This is a part-time position, averaging 15-20 hours per week, with a salary range of \$22,000-\$25,000