



HR Generalist

Qualifications for employment at Fielder Church include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs of Fielder Church, and having a work history and lifestyle that are consistent with biblical principles. Must be an existing member of Fielder Church or willing to become one.

JOB TITLE: HR Generalist

DEPARTMENT: Operations

REPORTS TO: Julie Gilliland

FLSA STATUS: Non-exempt

TIME REQUIREMENTS: 25 hours / weekly

CLASSIFICATION: Part Time - Hourly

POSITION SUMMARY

The HR Generalist supports the daily people operations of Fielder Church by coordinating hiring, onboarding, and HR administration. This role helps maintain accurate records, supports staff and leaders with HR-related needs, and ensures processes are followed clearly and consistently. The HR Coordinator plays a key role in creating a smooth, organized, and caring experience for staff as they join, grow, and fulfill their ministry at Fielder Church.

RESPONSIBILITIES

- Maintain HR systems and resources such as the job description library, performance evaluation system, personnel files, and staff handbook.
- Partner with hiring managers to develop and maintain accurate, up-to-date job descriptions.
- Manage the hiring process, including posting openings, reviewing candidates, participating in interviews, and coordinating background checks, documentation, onboarding.
- Support teams by having regular check-ins to understand staff sentiment and provide continuous support.
- Equip supervisors with tools for coaching, performance evaluations, succession planning, and leadership development.
- Promote a culture of care, accountability, and growth by facilitating rhythms of feedback and recognition.
- Ensure HR systems reflect not just compliance, but the church's mission to shepherd and develop its people.

QUALIFICATIONS

- A growing relationship with Jesus Christ and alignment with the mission and values of the church.
- Bachelor's degree in human resources, organizational leadership, or related field, or equivalent experience.
- 3–5 years of HR experience (church or nonprofit preferred).
- Strong organizational skills with attention to detail.
- Excellent interpersonal and communication skills across diverse groups.
- Proficiency with HRIS systems.