

# SUPPORT AND DEVELOPMENT HUMAN RESOURCES COORDINATOR

REPORTS TO: CHIEF OPERATIONS OFFICER

RELATES CLOSELY WITH: ACCOUNTING TEAM, MINISTRY LEADERS, ALL STAFF

SCHEDULE: TYPICALLY MONDAY THROUGH FRIDAY

The Human Resource Coordinator is a full-time position responsible for providing general support for all human resource functions, such as benefits, staffing, onboarding, compensation, employee records and other functions as necessary.

## MINIMUM PROFESSIONAL QUALIFICATIONS

- Two+ years experience in personnel management, human resources functions or equivalent functions.
- Demonstrates skilled relational leadership integral to collaborate, influence, and communicate policies and decisions across the organization.
- Superior communication skills, written and verbal.
- Must be a strategic thinker, self-motivated, with excellent organizational and time management skills.

## PERSONAL QUALIFICATIONS

- Submits their life to God and the authority of His Word.
- Understands and supports Flatirons vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Is a relational team-player.
- Uses humor to connect with people.

## PRIMARY RESPONSIBILITIES

- Administers payroll and maintains payroll records.
- Administers and manages staff benefits.
- Works in partnership with leadership to maintain compensation framework, as well as team and individual pay ranges.
- Consistently evaluates and adjusts hiring process to ensure best outcomes.
- Develops and implements onboarding strategy for new staff.
- Takes initiative in building relationships across all teams.
- Maintains all staff personnel files.
- Manages and maintains records of all required staff trainings.