

JOB DESCRIPTION

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| JOB TITLE: | Human Resources Assistant |
| DEPARTMENT: | Human Resources |
| REPORTS TO: | |
| EFFECTIVE DATE: | |
| CLASSIFICATION: | Non-Exempt |

POSITION SUMMARY: The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization’s human resource department.

PROGRAM MISSION: Through collaboration with leadership, the HR Department provides quality services to the employees of the Foundation throughout the entire employment life cycle. Some of these services include recruitment and retention of qualified individuals; managing employee benefits, management of employee relations; compliance with employment law; training and development to achieve individual success; and always upholding and supporting the mission and values of the Foundation.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity

ESSENTIAL FUNCTIONS:

- Prepare and distribute employee and Foundation announcements including multiple organizational-wide communications
 - Work closely with the Communications Department to facilitate employee announcements and HR updates
- Print Newsletter announcements for employment folders
- Manage Foundation employee service anniversaries and awards program
 - Generate reports to TerryBerry and approve bills
 - Write articles for the Employee Newsletter
 - Order Bibles and certificates
- Submit New Hire and Employee Separation checklists to the IT department
- Process Form I-9s
- Help maintain accurate employee information in ADP
- Assist in migrating learning and development courses into ADP library and tracking learning and development activities.
- Participate in the Seasonal staff hiring process for the camping programs
 - Ensuring proper documentation is received for summer staff
 - Conduct Exit Interviews
- Assist in the recruiting process by collecting applications for open positions, processing background screens, and coordinating interviews with managers
- Order plants and flowers on behalf of the Foundation
- Assist in the management of current job descriptions, position structure, and ongoing updates
- Collect and maintain EEO-1 Voluntary Forms

- Assist with employee orientation, when needed
- Assist in tracking returned properties from exiting employees and getting the properties to the proper departments.
- Provide backup support for employee benefits program
- Assist the HR Team and Program/Department managers with:
 - The Foundation Learning Conversations process
 - Maintaining the HR SharePoint and its organization
 - Reinforcing values, culture, mission, and purpose
- Contribute to the development and implementation of policies and procedures
- Special projects as assigned

QUALIFICATIONS:

- Bachelor’s Degree in Human Resources, Business Administration, or a related field preferred.
- Two years of HR experience, preferred
- Strong knowledge of Microsoft Office Suite (Word, Excel, Outlook)

COMPETENCIES-Knowledge, Skills, and Abilities:

- Ability to maintain confidential information
- Strong interpersonal skills
- Strong Written/Oral Communication abilities
- Strong ability to document systems and processes for collaborative teamwork

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee may occasionally lift and/or move items up to 25 pounds
- Must be able to walk between camp and office facilities, on uneven terrain, as needed.

WORK ENVIRONMENT:

- This job operates in a professional office environment
- This position may occasionally work in a camp or retreat setting
- This role routinely uses standard office equipment such as computers, phones, multi-function printers, and filing cabinets
- This position includes office assignments and occasional outdoor responsibilities throughout the year.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE