



Job Description

Position: HR Coordinator

Reports to: Executive Director of Operations – Andy Wojcik

Schedule: Part-time (1,050 hours per fiscal year; est. 20 hours/week) / Hourly, Non-Exempt

Employment Classification: Coordinator (C)

General Description

This role is directly responsible for the recruiting, hiring, onboarding, benefit administration, and exiting for all staff positions. You will work with the Executive Director of Operations and the Executive Pastor to carry out decisions made regarding all areas of employment at The Compass Church.

Desired Proficiencies:

- A track record of consistently delivering impactful work while navigating the ambiguity of incomplete information, and resource constraints
- Strong administrative skills with a broad business acumen
- Attention to detail and thrive in complex environments
- Strong and effective communication skills building credible relationships across all levels of the organization
- Ability to take advantage of the latest hiring techniques and networks to identify and attract new talent

Additional Requirements:

- Proficiency in Microsoft Office 365
- Attend weekly Campus/ministry staff meetings
- Attend monthly All-Staff meetings
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America
- Attend The Compass Church weekend worship services on a regular basis
- Be a member or become a member of The Compass Church within 12 months of employment