

Open Position – Human Resources Coordinator

Campus (or Global):	Grace Community of Tyler (Church and School)
Reports To (Position):	Director of Human Resources
Compensation:	\$18-\$21/hr, commensurate with experience
Number of Hours:	Full-time (36-40 hours)
Office/Remote:	Office: 80% / Other campuses 10% / Occasional Remote 10%
Office Location:	3105 University Blvd., Tyler, Texas
Work Days:	Monday - Thursday: 8:00 AM to 5:00 PM and Friday: 8 AM to 12:00 PM

Job Description Summary

The Human Resources Coordinator will work directly with the Human Resources Director and HR team members to support the 500+ church and school employees. This role enables Grace Community to enhance its capacity to effectively engage and support the entire staff.

Who You Are

As a newer-to-HR professional, your curiosity drives you to learn new things and share what you already know to assist others on your team. The opportunity to contribute to a church and school ministry in an authentic environment excites you.

Maturity and discernment regarding matters of confidentiality and sometimes highly sensitive information allow you to contribute in multiple areas and support our entire organization. Your reserved and tempered approach in these scenarios offers reassurance to your team.

You do not mind interruptions throughout the day but operate best with structure to your schedule. Due to the nature of the broad work of HR, including talent acquisition, onboarding/offboarding, training, learning & development, general staff support, and related administrative duties, you balance a variety of responsibilities through strong use of organization skills and task management.

You enjoy supporting those you work with and contributing with knowledge and intuition. As a person who is not tasked with being the final decision maker but is an important voice in how a decision is made, you comfortably navigate the role of coordinator.

Skills and Abilities:

- Excellent time management, people, and organizational skills
- Ability to rely on instruction and pre-established guidelines to work independently to complete tasks
- Attention to detail coupled with a proficiency in problem-solving
- Ability to communicate orally and in writing (must be able to communicate with others by phone, fax, email, and text)
- Must be organized to maintain a variety of records in support of the organization and to remain in compliance with local, state, and federal laws (where applicable)

Education, Training, Experience:

- Experience in ministry or non-profit is a plus (professional or volunteer experience)
- Understanding of general HR policies and procedures
- Proficient in writing with an editor's eye
- Attention to detail when working with data, ensuring accuracy in reporting
- Experience in payroll systems preferred (Paychex, Shelby, or other)
- Experience in Google Suite and Microsoft Office
- Basic to intermediate knowledge of employee benefits including health and retirement

Who We Are

Grace Community of Tyler is a non-denominational, multi-campus Christian church and school seeking to engage a full-time **Human Resources Coordinator**. We believe in *being and making disciples* and are a community of believers focused on authentic faith while not being too concerned with the externals of religion. This means we act the same way on Monday as we do on Sunday. We desire to be wholeheartedly committed to the Worship of God, intimately connected to the Community of Believers, and fully engaged in the Mission of the Gospel.

Staff Benefits:

- Generous Health Benefits:
 - Medical with a pre-funded HSA
 - Dental
 - Vision
 - Life insurance
- A retirement plan with up to 3% matching funds
- Wellness care
- Our robust PTO is pretty nice
 - Vacation
 - Holiday
 - Sick pay
 - Paid holidays
- CCS Tuition Assistance (guidelines apply)

Other benefits that impact our staff culture:

- Monthly staff lunches
- Weekly prayer time
- New office space
- A culture of genuine love and tangible support
- Professional and personal development

Work or Ministry Team Context:

Based out of the main office of Grace Community Church but may travel to campus locations and execute responsibilities of Human Resources at Grace Community School and Early Education.