

Job Title: Administrator 1, Human Resources**Reports to: Manager, Human Resources****Employment Status: Full-time (32 hours)****Compensation Basis: Non-Exempt****Staff Classification: Non-Ministerial**

Job Purpose: To provide Administration to the Human Resources department including maintaining high standards for database maintenance and Ministries to Minors.

Duties:*Human Resources*

- Maintain legal and organized filing system for all employee files
- Keep an accurate calendar of employee birthdays, All Staff meetings, etc.
- Serve as liaison with new and existing staff for questions and training needs
- Assist with trainings, orientations and meetings

Ministries to Minors

- Ensure all in-processing [application, interview, all paperwork processing (including sexual abuse prevention and background checks) and training] of volunteer and/or paid workers in Ministries to Minors
- Work in tandem with all Coordinators and Administrators to ensure the above
- Interface with all Ministries to Minors on behalf of Finance and HR as needed
- Ensure best practices for data entry of workers and families into database

Database

- Take lead on maintaining database with data that is clean, correct, and accurate
- Serve as Expert on Administrator Team, training and updating policies, as needed
- Deepen knowledge of database by training videos, conferences, and other avenues

General Administration

- Financial
 - Administrate Visas of self and others, as necessary
 - Properly submit check requests, invoices, receipts and money
 - Understand and oversee departmental budget
 - Manage petty cash (if applicable)
- Request Forms
 - Use proper Google Forms and means of communication when requesting resources from other teams
 - Submit Communication, Childcare, Maintenance, Production Maintenance, and Worship Request forms, communicating needs and changes through process
- Communication
 - Maintain excellent working knowledge of GSuite: Drive, Gmail, Calendar, Docs and Sheets

- Enter events on to Google Calendar(s), following proper protocol and procedures
- Database
 - Oversee all data entry for department and ensure the training of other members of department
 - Engage in furthering knowledge of the database and promote excellent use of it by keeping data updated and accurate
- Facilities
 - Reserve rooms for events and meetings
 - Ensure proper setup, take down, and clean-up of facilities used by your department
- Congregation
 - Serve as primary source of contact between department and congregation, managing phone calls, emails and other inquiries
 - Communicate important dates and events using appropriate Communication Team guidelines
- Personnel
 - Administrate Universal Application (if applicable)
 - Manage out of office dates for department

Other duties as assigned

Qualifications:

- A committed and growing Christian in a strong relationship with a local, Bible-teaching church
- Bachelor's Degree or equivalent combination of education and experience
- Minimum 2 years' experience in this/related field preferred
- A passion for support and service with a teachable spirit
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks with excellence
- Ability to engage in multiple projects and priorities, independently as well as in a team context
- Demonstrated capacity for professional administration
- Knowledge of and experience using computers, electronic communication, and the internet
- Effective interpersonal, relational and communication (written and verbal) skills
- Supportive of the Constitution, Doctrinal Statement, Mission, Values, and Vision

*See GBC Personnel Manual for further information.
Revised May 2021*