Montgomery Community Church

**Job Description**

***Title:*** HR Assistant Director

***Classification:***Assistant Director, part-time, up to 24 hours per week

***Benefits:*** As indicated in the Employee Handbook

***Purpose:*** The primary purpose of this role is to assist in all aspects of hiring, including recruiting, onboarding, offboarding, annual evaluations, benefits processing, employee relation management and bi-monthly payroll. In addition, this role facilitates and supports the development and maintenance of a culture where staff are appreciated and valued.

***Responsibilities***

**Human Resources**

* Assist in recruiting and hiring new candidates, develop and update job descriptions, pre-screen applicants and hold interviews, collaborate with hiring managers on potential candidates
* Manage all aspects of onboarding and offboarding, collect required HR documents, provide new hire training, enroll in benefits, hold exit interviews
* Assist in the development and implementation of annual evaluations
* Oversee employee appreciation events and activities targeted to create a culture of value and appreciation
* Negotiate health, dental and life insurance plans with benefit providers
* Work with benefit providers on employee benefit related issues and concerns
* Maintain current knowledge of HR law and ensure legal compliance in all employee processes, documentation, and resources
* Coach and counsel all levels to improve communications and employee relations
* Assist in the management and resolution of employee relation issues
* Process monthly benefits invoices and 403B transfers
* Process, track and schedule staff and volunteer background checks
* Manage, assist and coordinate required staff trainings
* Update and maintain the Employee Handbook and procedures manual
* Serve as a resource to employees for all HR duties
* Supervise and manage the Operations Administrative Assistant. Oversee projects and workload.
* Other HR duties as assigned

**Payroll**

* Process bi-monthly payroll for approximately 50 salary and hourly employees
* Implement, maintain, and review the payroll process to ensure timely and accurate processing of payroll transactions including compensation, benefits, tax withholdings and deductions.
* Maintain thorough knowledge of benefits to ensure payroll is consistent with the Employee Handbook
* Train staff and new hires on payroll system (Paycom)
* Serve as a resource to staff for payroll related issues and questions
* Collaborate with senior leadership on new hires and personnel updates
* Prepare bi-monthly and year-end reports for the finance department

**Knowledge and Experience**

* Bachelor’s degree in HR or related field preferred
* Certification for HR Professionals (PHR, SPHR) a plus
* Must be an active attender at Montgomery Community Church
* Knowledge of Paycom and Blackbaud systems a plus
* Three years’ experience in HR management

**Skills**

* Strong empathy and interpersonal skills
* Demonstrate Christ-like attitude and behavior in interactions with staff and ministry teams
* Strong analytical and problem-solving skills
* Ability to handle confidential information and discuss sensitive issues
* Professional demeanor while working with a teachable heart and positive attitude
* Ability to manage workload and maintain employee relations
* Highly organized, detail oriented with excellent communication skills
* Proficient in Excel, Word, PowerPoint, and Outlook

**Spiritual Gifts**

* Administration
* Teaching

Reports to Executive Pastor