



Job Title:	Human Resources Coordinator	Department	Administration (21)
Status:	Part Time (20-25 hrs/week) – Non-Exempt (Hourly)	HR Revision Date (Date/Initials):	3/08/23
Manager Report:	Chief Operations Officer		

About the Organization

Inspiration Ministries (IM) is a faith-based provider of services and programming for adults with disabilities located near beautiful Lake Geneva, Wisconsin. IM stands out from other residences because of our warm, loving, family environment and Christ-centered vision. Residents are treated with dignity and respect by a staff that is passionate about seeing each person grow in his or her highest level of independence.

Mission Statement

Helping people with disabilities **THRIVE** in a Christ-centered environment.

Vision Statement

We strive to be *the* place people with disabilities are **empowered and equipped** to live lives of impact, to help them **experience the hope and joy of knowing Jesus**, and to and to **demonstrate their worth and significance** to society.

Core Values

- **Christ-likeness:** Reflecting the love and heart of Jesus and seeking the leading of the Holy Spirit through prayer, scripture, counsel and collaboration.
- **Faith:** Providing spiritual guidance and support to individuals with disabilities and their families, promoting growth in their faith journey.
- **Servant leadership:** Serving people with disabilities and others with both humility and compassion.
- **Service Excellence:** Working to help people with disabilities achieve their individual best.
- **Role Model:** Being an organization at the forefront of developments in our industry.
- **Entrepreneurial Spirit and Problem Solving:** Finding unique solutions to challenging problems.
- **Teamwork and Empowerment:** Working together, encouraging shared ideas, and fostering open communication.
- **Training and Education:** Fostering an environment of continuous improvement and professional development.

Human Resources Coordinator

Primary Purpose:

In collaboration with internal stakeholders and the professional employment organization (PEO), the Human Resources Coordinator is responsible for elements of the employee life-cycle including recruiting, onboarding, orientation, employee satisfaction and recognition, payroll, compensation, performance management, and employee benefits. The Coordinator reports directly to the Chief Operations Officer.

Key Characteristics:

- Strong servant leadership and human-centric focus
- Change agent, outcomes oriented
- High performing, self-starter professional
- Curiosity, ingenuity and problem solving
- Highly organized, systematic and process oriented

Foundational Requirements:

- Consistently demonstrates a strong Christian witness and humble spirit toward potential employees and volunteers, colleagues and all constituent groups.
- Actively promotes what is being accomplished as a testimony to God’s provision.
- Remains updated on all aspects of ministry programs and services.
- Reports activity, measurable outcomes and insights into opportunities for improvement monthly to the COO.

Major Job Responsibilities:

- Bi-weekly payroll processing.
- Employee recruiting, interviewing, hiring, onboarding and orientation, and new employee retention.
- Serve as point person for employees regarding workplace or personal issues, concerns, etc.
- In collaboration with the COO, consult with Engage PEO regarding select employee performance and disciplinary issues, employee advocacy, employee rights, employee assistance program, etc.
- In collaboration with the COO, consult with recruiting firm to add and/or update job postings, monitor recruitment strategy/analytics, and make adjustments as needed.
- Coach managers through potential disciplinary action strategies, work collaboratively to create and file disciplinary action documentation, create performance improvement plans, etc.
- Employee opinion survey – Plan, coordinate and implement annual survey, compile responses, and co-lead (with COO) employee-engaged action planning process, present plans to senior leadership.
- Employee recognition – Lead efforts to reward and recognize employees.
- Oversee and ensure organization-wide continuing education and training.
- Work with managers to create and coordinate professional development plans for “star” or up-and-coming leaders.
- Manage and coordinate performance appraisal process.
- Conduct market analysis on an annual basis for all job codes and propose recommended market adjustments to senior leadership.
- Lead creation of staff newsletter, communication boards and other communications.

Education and Experience

Years of Experience	Two (2) +
Education	Bachelor’s Degree in Business, Organizational Management, Human Services, or equivalent knowledge and experience
Certification	SHRM, PHR, SPHR preferred, but not required.

Physical Requirements and Working Conditions

Work primarily in a defined office environment with specified hours, although flexible hours may be required; interacts one-on-one and in groups with individuals from a diverse range of backgrounds; availability for occasional out-of-office meetings, conferences, training and other events may be required; travel may be required.

**This job description is not intended to be all inclusive. Therefore, the employee may be requested to perform other reasonable duties as assigned by the immediate supervisor or other management as required. Inspiration Ministries reserves the right to revise or change job duties as business requirements dictate. It is mutually agreed the job description does not constitute a written or implied contract of employment. It is also understood the company reserves the right to change work schedules as required, including overtime.*

By signing the attached job description, you indicate your understanding of the scope of this position and your commitment to fulfilling the duties as assigned by the President.

NAME

Date