

## Faithbridge

### HR Generalist Job Description

#### Job Overview:

***Faithbridge Church is seeking an experienced and passionate HR Generalist to join our team. As an HR Generalist, you will play a vital role in supporting and enhancing our church's human resources function. You will be responsible for managing various HR activities, ensuring compliance with employment laws and regulations, fostering a positive work culture, and contributing to the growth and development of our staff and volunteers.***

#### Responsibilities:

##### **General:**

Support timely completion of HR initiatives, including benefit open enrollment and performance review process for both hourly and salaried employees

- Oversee timekeeping process for hourly employees (PayCom) ensuring ministry leaders are recording time appropriately. Process and manage the payroll process through PayCom (HRIS)
- Process employee personnel changes in PayCom (HRIS) ensuring internal compliance
- Tracks hourly leaves of absence/FMLA and assist employees in requesting FML
- Employee personnel file maintenance/filing
- I-9 and EEO recordkeeping, maintenance and ensures compliance
- Assist in coordination of Faithbridge initiatives such as employee engagement activities, ministry opportunities, etc.
- Primary point of contact for employees' benefits inquires and payroll questions
- Manages and files workers compensation as needed.
- Assist in drafting HR policies
- Assist in creation of employee turnover metrics/dashboard
- Coordinate quarterly and monthly reporting such as attendance, birthday, seniority lists, compliance training, etc.
- Respond to verification of employment
- Coordinate employee events and participate on HR related committees
- Manage miscellaneous Admin & HR projects and tasks as assigned
- Champion and lead HR continuous improvement efforts.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers and performance appraisals.
- Primary point of contact for Drivers checks-running drivers checks as needed.

##### **Recruitment/Onboarding and Offboarding:**

- Collaborate with ministry leaders to identify staffing needs and develop job descriptions. Work with HR leader to ensure roles are approved prior to posting.
- Coordinate the recruitment process, including sourcing candidates, conducting interviews, and making hiring recommendations. Tracks status of candidates, prepares offers, and coordinates new hire onboarding process (background/drug screen).
- Facilitate smooth onboarding procedures for new staff and volunteers, ensuring they receive necessary training and orientation.
- Coordinate and facilitate the offboarding process. Exit interviews and offboarding processes within PayCom.

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#### **Employee Relations:**

- Act as a point of contact for employees' questions, concerns, and grievances, providing timely and appropriate resolutions.
- Promote a positive work environment and foster strong employee relations across Faithbridge.
- Monitor and address workplace issues, taking proactive steps to maintain a harmonious and productive atmosphere.

#### **Performance Management:**

- Assist in the implementation of performance management systems and processes.
- Support ministry leaders in conducting performance evaluations and providing guidance on performance improvement plans.
- Encourage professional growth and development through training opportunities and career advancement initiatives.

#### **HR Compliance:**

- Stay updated with relevant employment laws, regulations, and industry best practices.
- Ensure HR policies, procedures, and practices comply with legal requirements and align with Faithbridge Church's values and employee handbook.
- Administer and maintain accurate employee records and documentation.

#### **Benefits and Compensation:**

- Administer employee benefits programs, ensuring staff are aware of and understand their benefits.
- Assist in salary analysis and compensation benchmarking to ensure competitiveness in the job market.

#### **Training and Development:**

- Collaborate with Ministry leaders to identify training needs and assist in the design learning initiatives.
- Coordinate and facilitate training sessions to enhance employees' skills and knowledge.

#### **Requirements:**

- Bachelor's degree in Human Resources, Business Administration, or a related field preferred.
- 3+ years of proven experience as an HR Generalist or similar role.
- Thorough understanding of HR principles, practices, and employment laws.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail
- Strong problem-solving and conflict resolution abilities.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- High level of organizational and multitasking skills.
- Proficient in HR software and MS Office Suite.

***Join us at Faithbridge Church and contribute to our vision of being a bridge of faith to people every day. We seek to be an authentic community in vibrant pursuit of the abundant life found in Jesus Christ. We offer a dynamic and supportive work environment where your skills and dedication can make a difference in the lives of others. If***

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*you are passionate about HR and excited to work in a faith-based organization, we look forward to receiving your application.*