



Plymouth Christian Academy

Human Resources Coordinator

Position Summary:

Calvary Baptist Church and Plymouth Christian Academy are seeking a **Human Resources Coordinator** who is articulate, detailed-oriented and has outstanding organizational and computer skills. The HR Coordinator will support key HR functions for the church and school, such as recruiting, hiring, training, maintenance of employee records, and provide customer support. The HR Coordinator will perform responsibilities in the hiring process with a focus to grow our talent pipeline and improve our sourcing strategies.

Personal Qualifications:

In faithful living, you are expected to:

1. Be committed to a consistent, daily walk with Jesus Christ.
2. Believe that the Bible is God's word, standard for faith and daily living
3. Model Biblical principles in attitude, speech, and actions toward others. (Luke 6:40)
4. Demonstrate by example, the importance of Scripture study, prayer, witnessing, and unity in the Body of Christ.
5. Agree with the school's Statement of Faith and Christian philosophy of education.
6. Be Actively involved and faithful to a local church which has a Statement of Faith in agreement with the school's Statement of Faith.

Qualifications/Skills/Gifts:

- Bachelor's degree in Human Resources, HR Information Systems, Business Management, or a related field is required.
- Minimum of 2 years of general Human Resources or administrative support experience, required.
- Knowledge and experience working with HR data bases and HR systems is preferred.
- Excellent organizational skills and attention to detail.
- Working understanding of human resources principles, practices, and procedures.
- Effective time management skills with a proven ability to meet deadlines.
- Outstanding communication and interpersonal skills.
- Ability to build partnerships and collaborate with customers.
- The fruit of the Spirit (love, kindness, and patience)
- Strong organizational skills.
- Commitment to handle data with confidentiality.



- Ability to work autonomously and efficiently to ensure completion of projects and facilitation of HR operations.

Job Responsibilities:

- Respond to internal/external HR related requests and provide customer support.
- Maintain personnel-related records and data in paper and digital formats to ensure all employment requirements are met.
- Collaborate with other departments or functions for the school or church.
- Support the recruitment/hiring process by sourcing candidates, performing background checks, etc.
- Research recommendations for HR systems and processes to support the ministries.
- Support onboarding of new employees.
- Schedule meetings, interviews, HR events, etc.
- Support orientations, prepare new hire files and onboarding of staff.
- Produce and submit reports on general HR activities.
- Assist in various HR projects, as needed.
- Support other HR functions, as assigned by the HR Director.

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.