

TRINITY CHURCH

Central Office - HR Coordinator



Since 2007, Trinity's mission has been to make disciples who exalt Jesus Christ and honor God's Word in everything they say and do. Our four-part strategy invites people to **COME** to Christ, **GROW** in their faith, **SERVE** Him by serving others, and **REACH** the church with the good news of Jesus. As our community continues to grow, we remain one church with seven locations across the globe, including five in Virginia; one in Stuttgart, Germany; and one in the Middle East.

+ Position Description

The HR Coordinator (HRC) is responsible for coordinating all administrative activities relative to Trinity Church's personnel. The duties include administrator for recruitment strategies, managing staff benefits, assisting with day to day operations of the HR functions and duties, onboarding and offboarding Trinity employees. This position will provide clerical and administrative support to the Director of Finance and Administration. The HRC will also assist the Central Office administrative team with data processing as necessary.

Administrative Responsibilities:

- Perform administrative duties, such as maintaining employee databases and sorting emails for the Human Resource link to job postings.
- Maintain personnel files in digital and paper form.
- Assist Director of Finance and Administration in policy formulation, hiring and implementation of annual reviews.
- Submit online job postings and schedule job interviews & background checks.
- Administrate the search process for new hires.
- Coordinate orientation and training sessions for new employees.
- Ensure smooth communication with employees and timely resolution to their queries.

Staff Responsibilities:

- Attend All-Staff meetings along with an annual Staff Summit.

Preferred Education and Experience

- Strong written & verbal communication skills.
- Must be detail-oriented with strong gifts in administration.
- Ability to manage multiple projects at once as an organized self-starter.
- Project management skills.
- Time management and prioritization skills.
- Proactive attitude and temperament.
- Excellent relational skills.
- Strong work ethic with a can-do attitude.
- Mature Christian walk
- Proficient with Google Workspace

Essential Relationships:

- Pastoral and Admin Staff
- Director of Finance & Administration

+ Expectations

The Human Resource Coordinator will...

- Pursue a strong spiritual life, including Christ-centered growth and development, a consistent commitment to prayer and scripture, and active participation in the Trinity Church community.
- Work an average of 25 hours per week.
- Report to the Director of Finance & Administration.
- Office at the Oceanfront Campus.
- Support the leadership and decisions of the Elder Board and participate in regular performance reviews.
- Maintain confidentiality regarding payroll and church giving details.
- Receive compensation and necessary resources such as computers, supplies, books, and office space from Trinity.