

Water Street Ministries' Job Description Coordinator of Human Resources

Summary: To provide coordination and skills that maximize the God given gifts of personnel toward the fulfillment of Water Street Ministries' vision and mission.

FLSA: Exempt

The Coordinator of HR must be:

1. Able to fully support the Water Street Ministries' Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support the Water Street Ministries' core values and ministry philosophies.

Supervisor: VP of Finance and Operations

Essential Functions:

❑ **Culture and Values**

- Personally model the core values of WSM.
- Align personnel policies, processes and standards with the vision and core values of WSM.
- Create and implement strategies that maximize the recruitment, orientation, development or training and care of staff and volunteers.
- Maintain strict confidentiality as the holder of personnel information.

❑ **Administration**

- Oversee the recruitment and hiring process for HR, ensuring they are managed according to organizational values and legal compliance.
- Ensure all new employees and volunteers are effectively orientated to the ministry.
- Assist with the development and implement processes to regularly monitor and enhance the performance of paid and unpaid personnel.
- Monitor and facilitate employee and volunteer disciplinary actions and/or terminations, ensuring they are managed according to organization values and legal compliance.
- Develop, assess, and lead implementation of employee benefit policies such as health care, retirement, time off, or education.
- Track and manage budgets as directed.
- Maintain an understanding of local, state and federal (FLSA, FMLA etc) and ensure all HR policies and procedures are in compliance.
- Assist with the management of HR legal cases filed against the organization.
- Coordinate and collaborate with an external HR consultant to develop, document and implement strategic initiatives and the strategic plan
- Inform the President/CEO and VP of Finance and Operations of any actual or potential liability exposure.
- Perform payroll duties in conjunction with the Accounting Assistant

- ❑ Other duties as assigned

Education/Experience: Bachelor's degree in business, human resources or equivalent experience preferred.

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job, which include regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds. May require occasional weekend/evening availability.

Christian Life:

As an employee of Water Street Ministries you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services and outreach ministries. Because of the nature of these types of ministries, it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach and in alignment with Biblical principles. What you do on your own time may seriously affect your ability to perform these types of ministries, which are important to your job.