



## THE ORCHARD

### Job Description

**Job Title:** Human Resources Coordinator  
Part Time (20 hours with part time benefits) – Non-Exempt – Non-Ministerial

**Reports To:** Director of Human Resources

#### **Purpose:**

The Human Resource Coordinator aids with and facilitates the human resource processes for employees at all locations. This role administers employee health and welfare plans and acts as liaison between employees and insurance providers. This position resolves benefit-related problems and ensures effective use of plans and positive employee relations. The Human Resource Coordinator makes certain that plans are administered in accordance with federal and state regulations and that plan provisions are followed. This role provides administrative support to the human resource function as needed, including record-keeping, payroll processing, file maintenance, HRIS entry, training and risk management as needed.

#### **Responsibilities:**

The Human Resources Coordinator is responsible for:

- Administers health and welfare plans, including enrollments, changes and terminations.
- Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Submits online investigation requests and assists with new-employee background checks.
- Reconciles benefits statements.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
- Assists with processing of terminations.
- Assists with the preparation of the performance review process.
- Assists with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- Makes photocopies; mails, scans and emails documents; and performs other support functions related to HR and Risk Management administration.
- Files documents into appropriate employee files.
- Assists or prepares correspondence as requested.
- Prepares new-employee files.
- Other reasonably related duties as assigned.

**Qualifications:**

- Must seek to walk closely in devotion to God and have a solid understanding of the gospel.
- Theologically aligned and in agreement with EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage.
- Ability to organize, analyze, and execute tasks in a timely manner
- Exercise discretion and good judgment in personal contacts.
- Ability to communicate effectively with management, employees, and vendors
- Demonstrate professionalism through appearance, attitude, personal interactions
- Self-motivated and able to initiate projects and work independently
- Computer literate to complete necessary tasks within software applications
- Some presentation development and public speaking experience preferred
- Positive and supportive attitude

**Salary Range: \$20 - \$25 per hour based on skills and experience**

**To apply for this position, please send your resume along with a cover letter to [employment@theorchard.church](mailto:employment@theorchard.church).**