



456 East Ray Road Gilbert, AZ 85296

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Job Title: HR Coordinator
Direct Report: Executive Director of Business
Position Status: PT/Salaried/20 hrs per week

Position Summary:

This position will give oversight to the HR Department and will coordinate/guide the Human Resources functions of the church. They will demonstrate a clear commitment to Christ and Sun Valley Community Church. In all actions, this person will be positive, supportive and live out the mission, values, leadership distinctives and vision of Sun Valley. With humility, they will represent Christ and Sun Valley well in the community at large.

Job Responsibilities:

- Ensure that SVCC is compliant in all aspects associated with Human Resources
- Stay informed and current on HR law and changes to these laws.
- Maintain updated personnel records including: staff folders, payroll records, personnel files, salary administration, performance evaluations, verification of employment, loan applications, garnishments, housing allowance, etc
- Oversee all new hire paperwork and reporting responsibilities.
- Process background/credit checks and new employee offer letters.
- Administer employee benefits such as insurance, flexible spending plans, and retirement plans offered to qualified employees. Reconcile, approve and submit for payment monthly insurance bills.
- Be the employee point of contact and handle any grievances that may arise.
- Oversee all employee termination paperwork and reporting responsibilities.
- Update Policies and Procedures including the Employee Handbook.

Desired Qualifications:

- 3+ years Human Resources experience
- Experience within a nonprofit or a church/ministry
- Good communication and people skills, both verbal and written
- Good technical skills with knowledge of Microsoft Office, Fellowship One or other church systems.

Review:

- Participate in annual job performance reviews and evaluations.

This description is intended to describe the general content and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.