

GRACE COMMUNION INTERNATIONAL

JOB DESCRIPTION

JOB TITLE: Human Resources & Risk Coordinator

DEPARTMENT: Financial Services

REPORTS TO: Chief Financial Officer

SUMMARY: Coordinates Human Resources and Risk Management activities; Executes administrative support to CFO. Successful candidate will be organized, flexible, detail-oriented with excellent people skills and business acumen. Is knowledgeable and supportive of employer vision and mission.

ESSENTIAL FUNCTIONS:

- Compose and distribute correspondence and memoranda using individual initiative and as assigned.
- Demonstrate a high level of professionalism and considerable judgment in dealing with confidential and sensitive issues.
- Plan, prioritize and organize workload to ensure deadlines are appropriately met.
- Coordinate day-to-day tracking, billing and renewal of corporate insurance and benefit programs.
- Develop, revise and recommend personnel policies and procedures, including but not limited to the Employee Handbook and employee job descriptions.
- Assist employees with benefits enrollment forms.
- Maintain benefits files and records; assures required labor law posters are in place.
- Ensure that all employees receive and acknowledge company's human resources policies and procedures in accordance with stated corporate objectives and federal and state legal requirements.
- Respond to employee's benefit questions, orients newly eligible employees, and processes enrollment forms and change requests.
- Maintain employee files; department records and reports; and organizational charts.
- Coordinate hiring and termination process, including but not limited to, Livstyle personality assessments, background and reference checks, job confirmation letters, new employee orientations and exit interviews.
- Perform payroll-related functions including but not limited to processing new hires, termination status changes, tax changes, wage garnishments, deductions, direct deposits, employment verifications; maintains payroll records and files.
- Oversee and assist with the review, verification, and processing of payroll data with third party payroll processors.
- Assist with special projects as assigned.
- Coordinate Ministry Safe training for employees and volunteers.
- Administer Ministerial Housing Allowance.
- Coordinate offsite Office Team Events.

QUALIFICATIONS:

- Membership in a GCI church is required, any exceptions must be Board approved.
- Bachelor's degree preferred; Associate degree (A.A.) or equivalent and five or more years of related experience, or equivalent combination of education and experience.
- SHRM certification preferred.
- Practical experience with ADP preferred.

Effective Date: March 17, 2026

- Excellent verbal and written communication skills; acute attention to detail.
- Proficiency with computer programs, such as WORD, EXCEL and PowerPoint and the ability to perform diverse clerical functions.
- Commitment to excellence, high standards, discretion and confidentiality.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Ability to understand and follow written and verbal instructions.
- Ability to deal effectively with a diversity of individuals at all levels, both inside and outside the organization.
- Ability to work independently and as a member of various teams.
- Flexibility and a willingness to work within constantly changing priorities.
- Self-starter.

COMPETENCIES:

- **Customer Service**--Responds promptly to requests for service and assistance.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.
- **Ethics**--Keeps commitments; Works with integrity and confidentiality.
- **Judgment**--Exhibits sound judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.
- **Quality and Quantity**--Demonstrates accuracy and thoroughness; Monitors own work to ensure quality; Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Adaptability**--Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Dependability**--Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan; Consistently at work and on time; Ensures work responsibilities are covered when absent.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand, walk, sit, utilize hand and finger dexterity.
- Occasionally required to climb, balance, bend, stoop, kneel or crawl.
- Continually utilize visual acuity to operate equipment, and/or use a keyboard.
- Occasionally required to lift/push/carry items up to 25 pounds.

COMPENSATION INFORMATION:

- This is a non-exempt, full-time position.
- Base salary range: \$33/hr.- \$37/hr.
- Benefits include, but are not limited to, healthcare, dental, life insurance, long-term disability, vacation, sick leave, paid holidays, and 403(b) employer match up to 5%.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.