

**CONGREGATIONAL SUMMER ASSEMBLY (CSA)  
HUMAN RESOURCES COORDINATOR**

**Reports to:** Managing Director with assistance from the HR Committee

**Supervisory Function:** None

**Purpose:** The Human Resources Coordinator is responsible for facilitating key HR functions and policies, administrative and clerical functions related to the CSA's employees. This includes onboarding, issues raised by employees, and matters related to employment, compensation, and training. Confidentiality of information is required.

**Job Type:** Seasonal / Part Time. Approximately 20 hours per week during the 9-week season. Approximately 40-60 hours of preseason work

**Skill and Knowledge Requirements:**

- Bachelor's degree in business, human resources or a related field
- 5+ years business / HR related experience
- Communication skills: Excellent speaking and listening skills to share information effectively
- Decision-making skills: For reviewing applicants' qualifications and working to resolve employee issues
- Detail-oriented: Maintaining employee records, reviewing candidate qualifications, and performing background checks
- Interpersonal skills: For interacting with employees while conversing and connecting with people from various backgrounds and experiences
- Recognize role and responsibilities as part of the overall mission of the CSA by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff and volunteers

**Essential Functions**

- Collaborates with the Managing Director during the recruiting process by finding potential candidates, assisting with interviewing, checking reference, and distributing employment contracts
- Obtain and retain all required employee paperwork including: applications, job offers, proper identification documents, employee tax forms, training manual documentation et al.
- Collaborating with the Managing Director and HR Committee:
  - Maintains employee manual with input from HR Consultant
  - Facilitates employee training/review of employee training manual
  - Staff development opportunities
  - Staff appreciation: t-shirts; dinner etc.

- Collaborating with Financial Coordinator on payroll: sets payroll schedule; collects timecards; calculates hours worked; provides all necessary payroll data to Financial Coordinator or outside consultants
- Collaborating with the Managing Director addressing staff issues as needed

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift packages, office products and supplies, up to 10 pounds.

**DISCLAIMER:** The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.