



Job Description

Position: Human Resources Administrator

Reports to: Human Resources Manager

Schedule: Part-time Hourly, Non-Exempt

Employment Classification: Assistant (A)

General Description

This role is responsible for supporting the recruiting, hiring, onboarding, benefit administration, and exiting for all staff positions. You will work with the Human Resources Manager to carry out decisions made regarding all areas of employment at The Compass Church.

Desired Proficiencies:

- Strong administrative skills with a broad business acumen
- Attention to detail and thrive in complex environments
- Strong and effective communication skills building credible relationships across all levels of the organization

Additional Requirements:

- Proficiency in Microsoft Office 365
- Attend weekly Campus/ministry staff meetings
- Attend monthly All-Staff meetings
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America
- Attend The Compass Church weekend worship services on a regular basis
- Be a member or become a member of The Compass Church within 12 months of employment