



**Job Description:**  
**Human resources Coordinator**

**General Description**

This position will be responsible for:

- † The recruitment, orientation, support and record maintenance for all paid staff of the organization

**Well Core Values**

The qualified candidate will be aligned with the Well’s Core Values:

<p><b>1. Jesus Centered</b></p> <ul style="list-style-type: none"> <li>○ Proclaims Jesus as Lord and Savior</li> <li>○ Follows spiritual disciplines (study, prayer, fasting, fellowship, worship, confession, personal reflection, Sabbath, service, solitude, submission, giving)</li> <li>○ Seeks Jesus in our personal journey, recognizes the journey with Jesus is unique to us, and celebrate the work He is doing through us</li> <li>○ Seek Jesus and allow ourselves to be led by the Spirit</li> </ul>	<p><b>2. Servant Hearted</b></p> <ul style="list-style-type: none"> <li>○ Displays the Fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control) Galatians 5:22-23</li> <li>○ Equip others to serve</li> <li>○ Help others even with it is uncomfortable</li> <li>○ Serve for the benefit of others by putting their needs ahead of our own</li> </ul>
<p><b>3. Relational</b></p> <ul style="list-style-type: none"> <li>○ An active listener who is present in the moment</li> <li>○ Willing to step toward a new relationship and engage with people not like us</li> <li>○ Gets to know and speaks positively about our teammates</li> <li>○ vulnerable, encouraging and spurs teammates</li> <li>○ Maintains health boundaries with others</li> <li>○ Quickly resolves conflicts and give grace when others mess up by following Matthew 18</li> </ul>	<p><b>4. Kingdom Minded</b></p> <ul style="list-style-type: none"> <li>○ Has the eyes to see individuals and how God created them – all made in God’s image Genesis 1:27</li> <li>○ Unshockable in what the world throws at us</li> <li>○ Focuses on God’s glory and maintain an eternal mindset</li> <li>○ Has a goal of advancing the gospel on earth and reaching the lost</li> <li>○ Willing to partner with other kingdom minded organizations</li> </ul>
<p><b>5. Stewardly</b></p> <ul style="list-style-type: none"> <li>○ Believe that The Well is God’s and faithfully steward its resources (time, talent, treasure)</li> <li>○ See our role within the ministry as a calling and stand firm in that calling</li> <li>○ Passionate about and advocate for the mission of The Well through words and actions</li> <li>○ Offers prayers for the ministry, those we serve (clients, volunteers, donors, and partners), and our teammates</li> <li>○ Moves forward as a united team when a decision is made</li> </ul>	<p><b>6. Growth Minded</b></p> <ul style="list-style-type: none"> <li>○ Seeks the Spirit’s leading, and our growth is dependent on our obedience</li> <li>○ Has a desire to be a life-long learner</li> <li>○ Open minded and seeks to understand the perspective of others</li> <li>○ Recognizes that personal growth feeds organizational growth</li> <li>○ Open to change and encourage creativity and idea sharing</li> <li>○ Has the courage to step forward into the new and unknown</li> </ul>

**Desired Skills and Character Traits (1 Timothy 3:1-13)**

- |   |                                      |
|---|--------------------------------------|
| † Servant-minded and submissive in spirit | † Team player                        |
| † Hospitable                              | † Exemplary integrity and work ethic |

- |                               |   |
|-------------------------------|---|
| † Teachable spirit            | † Disciplined with time and effort                |
| † Discerning in conversations | † Prompt  |
| † Eagerness to contribute     | † Organized, detail oriented, and process focused |
| † Diligence                   | † Able to maintain confidentiality                |
| † Flexibility                 | † Professional                                    |

**Desired Spiritual Gifts (1 Corinthians 12:1-31; Romans 12:1-21)**

- † **Administration:** Able to develop and manage people and organizational systems
- † **Leadership:** Able to lead others by example with clear direction and wisdom
- † **Discernment:** has the ability to distinguish, discern, judge or appraise a person, statement, situation or environment.
- † **Serving:** a focus on meeting needs, both in those we serve and those that serve alongside us
- † **Helps:** Renders support or assistance to others to free them up for ministry

**Key Areas of Responsibility**

- Recruitment
  - a. Responsible for maintaining job descriptions for all paid staff positions
  - b. Responsible for application management for all open actively recruiting positions
  - c. Responsible for ensuring all new hire paperwork is completed as needed and on time to remain in compliance with Dept of Labor standards
- Orientation
  - a. Responsible in person or through hiring manager of ensuring that newly hired staff receive all appropriate orientation to ensure successful onboarding
  - b. Maintain all orientation checklists and paperwork
- Personnel Support
  - a. Provide necessary support for all personnel including but not limited to:
    - i. Benefit administration
    - ii. Information as requested and needed by personnel
    - iii. Capture changes to information when it occurs due to address changes, beneficiary changes or family status changes
- Record Maintenance
  - a. Ensure that all documentation related to paid staffing is captured and kept in a manner that it is accessible to those that need it, has all relevant information to ensure compliance with legal requirements and to ensure the staff member is paid
  - b. Ensure all confidential information is protected
- Other
  - a. Aligned with our faith statement
  - b. Prays for others within and outside of the Well
  - c. Brings visibility to the love of Jesus through the Well in our communities