

Pay: \$42,000- \$45,000

Hours: Full Time Onsite

Are you passionate about recruiting, orientation, and supporting our most critical members of The Well? Join our team as a **Human Resources Coordinator for Unpaid Staff**, where you'll play a key role in shaping our unpaid staff workforce and keeping our operations running smoothly. This individual will be responsible for coordinating recruitment efforts for all unpaid staff, ensuring adherence to orientation processes, and providing personnel support. If you're looking for a role that offers growth, impact, and the chance to be a valued part of a dynamic team, this is it!

Job Duties:

- Assist with recruiting for unpaid staffing needs in all Well communities.
- Responsible for ensuring all unpaid staff paperwork is complete and entered into staffing database to allow for unpaid staff to start.
- Ensure that all unpaid staff receive appropriate orientation for a successful onboard experience.
- Maintain orientation checklists and paperwork
- Provide support for all unpaid staff through recognition measures and providing information as requested by unpaid staff.
- Ensure that all documentation is kept up to date and accessible to those that need it and protect confidential information.
- Responsible for maintaining and training as it relates to the unpaid staff database

Job Requirements:

- Ability to handle confidential information with discretion.
- Understanding of recruitment best practices, and attention to detail as it relates to record maintenance and database training.
- Team member of and will assist with Organizational Support functions.
- Computer experience with knowledge of Microsoft Office Suite.

Desired Skills and Character Traits:

- Servant minded and team player
- Organized, detail oriented and process focused

- Ability to develop and manage people and organizational systems
- Discerning in conversations
- Bachelor's degree in Human Resources, Business Administration, or a related field (or equivalent experience).
- 1-3 years of experience in recruitment, HR compliance, or general human resources. 1-3 years of experience in recruitment, HR compliance, or general human resources.

Perks of The Well:

- Sabbath days - extra rest outside PTO (Paid Time Off)
- Time for spiritual development
- Career advancement opportunities and career skill development
- Christian community providing and receiving prayer.
- Food, fellowship, and fun to celebrate team member milestones.

About The Well

At The Well, we know that people want to overcome the challenges they face in life, and for that to happen, they need a local place to get the help they need. The problem is, knowing and navigating available resources is complex, which leaves people feeling stuck and overwhelmed. They shouldn't have to do it on their own. We get it. It can be hard to know what to do or where to turn when life gets tough. That's why for over a decade, we've helped more than 4,000 people overcome life's barriers by collaborating with over 300+ partners.

Our team welcomes and learns about each person's situation and needs. Together, we explore options and take steps to help people stabilize their resources, while getting at the root cause of the issue at hand. Because change is a journey, we will continue to partner with our clients in the weeks and months to come.

Our website: thewelliowa.org