



## Human Resources Coordinator Job Description

**Reports to: Director of Human Resources**

### **Job Summary:**

The Human Resources Coordinator will be a Christian who will aid with and facilitate the human resources processes at The First Academy. This role provides administrative support to the human resource function as needed, including record-keeping, file maintenance, and HRIS entry. Top candidates will be superb at problem-solving, efficient in scheduling, and precise in the recruitment process.

*Persons with Christian School experience, capable of becoming a skilled HR team member will be given priority consideration.*

### **Essential Job Functions:**

- Provides excellent customer service and support to the HR department. This includes answering phones for the HR department, maintaining confidential personnel files and personnel actions, and assisting the HR Director with HR projects.
- Assists with recruitment and interview process; handling employment application intake, preparing job postings, communicating with candidates throughout the process, interview scheduling, and tracking status of candidates for recruiting status reports.
- Prepares new-employee files and assists with new employee orientation.
- Plans and helps coordinate staff meetings, wellness events, and special celebrations
- Serves as volunteer background check coordinator
- Performs other related duties as assigned

### **Required Qualifications and Experience:**

- Your service at The First Academy is a ministry. In your ministry role, it is imperative that you understand the importance of embracing a Christian Worldview and being an ambassador for the Gospel. The Baptist Faith and Message of 2000, The First Baptist Church of Orlando, and the School's Statement of Faith outlined in Article III of its By-laws are the guidelines of Biblical interpretation and application to social and lifestyle issues at The First Academy. As an employee of The First Academy, you agree to minister and to be a role model to students and others within these guidelines.
- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling

- Present a positive image of the school to others and to the community.
- Working understanding of Human Resources functions.
- Excellent verbal and written communication skills.
- Excellent time management skills with ability to meet deadlines.
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- to finish tasks in a timely manner and effectively partner and collaborate with others
- Ability to maintain confidentiality pertaining to school/employee matters
- Proficient with using technology including Apple products, Microsoft Office Suite, and Google

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.**