



## **HUMAN RESOURCES ADMINISTRATOR**

Christian Aid Mission assists indigenous ministries reaching their own people with the gospel of Christ in areas where there are no churches and no believers. Often these areas are places of poverty and persecution and where foreign missionaries are not allowed. We work with hundreds of indigenous ministries in eight regions of the world that share the gospel of Christ with over 2,000 ethnic groups.

### **Position Summary**

The Human Resources Administrator is the primary contact for Human Resources activities throughout the ministry. This includes but is not limited to development and implementation of HR related policies and procedures, recruiting, employee life cycle, benefits administration, performance management, succession planning, organizational development and training and development. It is also that the HR Administrator remains updated on federal and state employment laws to ensure that the ministry always stays in compliance.

### **Essential Responsibilities**

- Develop and implement Christian Aid Mission Human Resource policies and procedures
- Manage recruiting process of all team members
- Assist supervisors with staffing needs, writing job descriptions and ensuring appropriate salary data is used for benchmarking all positions in the ministry
- Develop and implement employee engagement programs
- Manage employee data via HRIS data base and manual processes
- Coordinate Performance Management Process, assisting supervisors when needed with goal setting, training and professional development of employees
- Manage employee benefits and benefits administration. Ensure employees understand coverages and act as the point of contact for all benefits questions.
- Assist supervisors with organizational development needs that will assist the ministry in reaching their goals
- Assist with succession planning as needed
- Ensure CAM is complying with all federal and state employment laws to minimize risk exposure
- Develop and implement training for employees for all HR needs
- Other duties as assigned

The essential responsibilities require the following **Knowledge/Skills/Abilities**:

- Excellent oral and written communication skill
- General knowledge of all HR practices
- Well versed in employee benefits and benefits administration. (previous experience in a benefits position a plus)
- Knowledgeable about employment law

- Strong organizational and administrative skills, including working on multiple complex projects at one time
- Ability to work effectively as a team member
- Ability to effectively assist with conflict resolution
- Financial aptitude to assist with budgeting process for the HR function
- Good judgment and discretion, with ability to appropriately maintain confidential information and dialogue

**Level of Experience**

Prefer 5 years' experience in Human Resources or related positions

**Level of Education**

Bachelor's degree preferred but will consider related work experience

**Professional Licenses/Certifications**

HR-related certifications preferred but not required

**Software expertise**

Intermediate to Advanced proficiency in Microsoft Office Suite

Experience with HRIS software

**Religious Employment**

We are a religious employer and we reserve the right to discriminate based upon religion pursuant to section 702 of the Civil Rights Act of 1964.

Please submit a cover letter and resume to [jobs@christianaid.org](mailto:jobs@christianaid.org)