

## Human Resource Administrator

Our client, Bryn Mawr Presbyterian Church ([www.BMPC.ORG](http://www.BMPC.ORG)) in Bryn Mawr, PA, is seeking a full-time Program and Human Resource (HR) Administrator to manage various HR operations activities as noted below for an organization of about 50 employees.

The Program and Human Resource Administrator will work closely with the Pastor/Head of Staff in overseeing all facets of church operations. The HR Administrator should be familiar with and understand the unique needs of a church, the administration of its programs, technology, facilities, and human capital and how they support effective church programs and operations.

### **RESPONSIBILITIES for a Program and Human Resource Administrator:**

- \*Oversees and supervises an administrative office team and the Facilities Director.
- \*Schedule events and trips for various groups.
- \*Oversee the coordination and implementation of large group events.
- \*Coordinate and conduct the recruiting process: advertise job positions; interview and testing for qualified candidates; reference checks; prepare offer letters, employment agreements, and other new hire documents.
- \*Onboard new hires: present benefits, payroll, legal, Employee Handbook, and other paperwork/documents.
- \*With the Director of Facilities and Operations, oversee technology operations, including hardware, software, policies, and contracted or internal resources and reviews and approve vouchers for all office and technology budget items.
- \*Prepare work areas with computer, phone, supplies, parking, etc. and coordinate the training schedule with the department managers.
- \*Maintain and update personnel files and the Employee Handbook.
- \*Administration of all personnel policies and procedures.
- \*Coordinate and track FMLA, ADA, maternity leaves, etc.
- \*Administer benefit plans, changes, open enrollment, census, and COBRA.
- \*Organizes and oversees annual review process, working with pastoral staff and Personnel Committee to ensure timely and accurate reviews.

### **REQUIREMENTS of a Program and Human Resource Administrator:**

- \*BA or BS degree or equivalent HR experience.
- \*Certification in HR is preferred but not required.
- \*Must possess at least 3 years of knowledge of HR functions.
- \*Proficient in Microsoft Office Products including Microsoft Word, Excel, Adobe and Outlook.
- \*Understanding of church and non-profit management.
- \*Able to work in a team environment.
- \*Good listening and organizational skills and attention to detail are important.
- \*Excellent verbal and written communication skills.
- \*Ability to occasionally work evenings and weekends.

The Program and HR Administrator salary range is \$60,000 to \$65,000 commensurate with experience along with an excellent benefits package.

To apply, submit resume to:  
Amy Hill at [ahill@YourPartTimeHRManager.com](mailto:ahill@YourPartTimeHRManager.com)