



Human Resources Coordinator Job Description

Purpose of Position

The Human Resources (HR) Coordinator supports and facilitates HR functions that contribute to the current and prospective employee experience. This position will work closely with the Head of HR to ensure smooth operations of HR functions including Human Resources Information System (HRIS) entry, payroll, benefits administration, record keeping, talent management, and compliance.

Position Status:

- Full-time, calendar year
- Non-exempt, hourly
- Work location - Primary location is DMC Central Office located at 7001 Westown Parkway in West Des Moines; works at the DMC Campus at 13007 Douglas Parkway in Urbandale, as needed.

Reports To: Head of Human Resources

Direct Reports: None

Qualifications:

- A bachelor's degree in business, human resources, or a related field is preferred.
- Experience working in Human Resources preferred.
- Proficient in Microsoft Office and/or G- Suite.
- Experience using HRIS or payroll systems preferred.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Demonstrates commitment to the mission of DMC: *"Equipping minds, and nurturing hearts, to impact the world for Christ."*
- Characterized by integrity, maintains confidentiality, and handles sensitive information with discretion.
- Utilizes critical thinking and problem-solving skills.
- Demonstrated commitment to excellent customer service.
- Effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Demonstrated ability to manage multiple projects and/or priorities with high attention to detail.
- Flexibility to adapt to changing priorities and responsibilities.



Responsibilities:

Employee Records, Payroll, and Benefits:

- Processes HRIS transactions, and serves as the HRIS system expert and primary point of contact for employees.
- Understands payroll processes, reports, and timelines to support employment and benefits responsibilities.
- Processes employee status changes (e.g., hires, terminations, transfers, leaves of absence) and ensures compliance with school policies and legal regulations.
- Partners with the Accounting Director to process bi-weekly payroll.
- Assists Head of HR with benefits administration.
- Responds to employee inquiries regarding HR policies, benefits, and procedures.
- Maintains employee records.
- Produces various HR reports, data, and metrics as needed.
- Identify opportunities to streamline or automate processes and tools for efficiencies.
- All other duties as assigned.

Talent Management

- Supports the recruitment and hiring process by posting job openings on websites and social media, reviewing applications, corresponding with applicants, scheduling interviews, and conducting background and reference checks.
- Coordinates new hire onboarding with the hiring manager and various support departments.
- Reviews job descriptions for accuracy and consistency.

Compliance

- Remains informed about federal, state, and local labor laws and ensures school compliance.
- Assists with the development and implementation of HR policies and procedures in collaboration with the Head of HR.
- Assists with annual financial and 401k audits.

Employee Culture

- Assists with planning and coordination of various employee events and meals.
- Tracks and orders employee service awards.
- Assists with various employee communications including an HR newsletter.