



## The American Baptist Home Mission Societies (ABHMS) is Searching for an HR Coordinator

Are you passionate about growing your career in Human Resources? Would you be excited about joining a religious non-profit organization dedicated to advancing mission initiatives and programs? ABHMS is seeking an **HR Coordinator** to support the execution of essential human resource functions. The **HR Coordinator** will have responsibilities in all areas of HR, including benefits, recruitment, onboarding/offboarding, training, and more. The **HR Coordinator** will have an opportunity to partner with our HR Director to support the organization's needs, our culture and ensure proper implementation of ABHMS' overall mission strategy.

This is full-time position is open immediately. The successful candidate must be able to commute to ABHMS' corporate offices which are based at the Leadership & Mission Building, in King of Prussia, Pa.

### **Essential Function of the HR Coordinator:**

The HR Coordinator facilitates the human resource processes for the organization. This role provides administrative support to the human resource functions, including record-keeping, file maintenance and HRIS entry, talent acquisition, administering benefits, employee engagement, enforcing company policies and procedures, and more.

### **Key Duties and Job Responsibilities of the HR Coordinator:**

- Serve as the first point of access to the HR team, facilitating responses to questions and directing employees to relevant resources as needed.
- Collaborate with HR Director to oversee benefits, payroll, leave administration, etc.
- Assist with implementing and evolving ABHMS' performance management process
- Maintain accurate and up-to-date employee records (HRIS and files)
- Ensure compliance with employee handbook policies and procedures
- Collaborate with employees and supervisors on developing/updating job descriptions
- Support the roll out of various L&D training programs, and LMS functionality
- Assist in development of job postings and prepare content for social media recruitment efforts.
- Manage and support applicant tracking process/tools including recruitment workflow, candidate communication, and decisions.
- Schedule candidate interviews and provide logistical support if required.
- Coordinate, facilitate, and manage compliance of candidate screening requirements including, background checks and etc.
- Oversee employee recognition program.
- Be a 'culture champion' and implement programs to evolve and promote a positive culture drive employee engagement, culture, and a strong sense of team across our company
- Conduct and participate in workplace investigations

- Provide both operational and ad hoc administrative support as needed.
- Liaise with HRIS vendor and troubleshoot issues.
- Manage HR compliance calendar, participate in internal audits, organize and maintain up to date and complete documentation
- Assist with other projects and events, as assigned

**Experience and Qualifications for success:**

- Bachelor's in Human Resources or related field
- 3+ years of HR administration experience; with working knowledge of HR systems, benefits, employee relations, investigations, 401k/403b, performance reviews, terminations
- PHR or CSP preferred
- Experience with HRIS (ADP Workforce Now preferred)
- People-oriented and results-driven with excellent active listening skills
- Understanding of HR functions and best practices
- Good verbal and written communication skills
- Ability to manage shifting priorities and workflow
- Ability to prepare accurate and timely reports and business correspondence
- Highly computer literate with capability in Office 365 (Outlook, Excel, Powerpoint, Sharepoint, Teams) and related business and social media tools
- Ability to work with others in a collaborative team environment
- Strong analytical, problem-solving and decision-making skills Strong communication, organizational and analytical skills.
- Accurate and detail-oriented with a strong professional ethic and sensitivity to confidentiality and accuracy.
- Customer service skills supporting all aspects of customer and constituency interaction.
- Self-motivated with an ability to work collaboratively and in teams.
- Competent working in a large faith-based setting where cultural and gender diversity are greatly valued.
- Project management skills.

At ABHMS, our team-oriented collaborative approach allows for ample learning and development opportunities. ABHMS is an ideal atmosphere in which to best use your skills and talents, and is eager for your input, ideas, and inspiration.

ABHMS is a great company to work for and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We offer competitive salary and benefits; our total rewards package includes excellent salary and a generous selection of benefits: comprehensive health insurance (medical, vision, Rx and dental), a generous amount of paid vacation and holidays and paid sick time, plus employer-provided funds into a fully vested 403b). ABHMS provides staff with the support needed to continue to develop knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives. We offer a safe,

professional work environment located at the Leadership & Mission Building, 1075 1st Avenue in King of Prussia, PA.

### **About us**

Founded in 1832, ABHMS has a long history of meeting human needs and empowering individuals, institutions, churches, and communities to share faith, concern, and resources to improve the quality of life for all people. American Baptist Home Mission Societies partners with American Baptists in answering God's call to promote the Christian faith across the United States and Puerto Rico by cultivating Christ-centered leaders and disciples who heal and transform communities. ABHMS works to cultivate passionate leaders and disciples who impact the society with the Gospel that heals and transforms. ABHMS has done this through supporting education, providing scholarship assistance, publishing Christian resources, funding churches and community centers, counseling and chaplaincy services, intercultural programs, support for immigrants and refugees. ABHMS also serves as a public witness and advocate on behalf of persons living with disabilities, living in poverty, immigrants, refugees, prisoners and ex-offenders, victims of disasters, and much more.

### **To Apply**

As this position is open immediately, we will begin reviewing applications **as they are submitted**. If interested, please send:

1. **A Cover Letter**
2. **Current Resumé**
3. **A 2-3 minute video indicating your passion for HR within the context of a religious nonprofit.**

Send requested information to [HRMatters@abhms.org](mailto:HRMatters@abhms.org)