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JOB TITLE: Human Resource Coordinator

JOB SUMMARY: Austin Disaster Relief Network (ADRN), a non-profit organization comprised of churches, ministries and businesses within the Christian community of Greater Austin to form a disaster relief alliance to help those in need in times of disaster, seeks a Human Resource Coordinator (HRC) to be based in Austin, Texas. The HRC guides and manages the overall provision of Human Resources services, policies, and programs for the entire organization. The major areas directed are:

DUTIES AND RESPONSIBILITIES

- recruiting and staffing from volunteer base (staff, retirees, interns, missionaries and volunteers);
- development of human resource volunteer core team
- performance management and improvement systems for staff/volunteer core teams (i.e. volunteer base survey);
- organization development (understanding gaps within staff/core teams and recruiting to fill gaps and leadership development);
- employment and compliance to regulatory concerns;
- employee orientation, development, and training;
- policy development and documentation;
- employee relations including Chaplain support for staff and volunteer staff;
- company employee and community communication;
- compensation and benefits administration;
- employee safety, welfare, wellness and health, especially in times of disaster;
- providing consulting, when needed, to HOPE Prayer Room and Hope Family Thrift Store; and
- development of employee services and counseling.

The HRC originates and leads Human Resources practices and objectives that will provide an employee and volunteer-oriented, kingdom-minded culture that emphasizes prayer, empowerment, excellence in all we do, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The HRC will implement services, policies, and programs through Human Resources staff; report to the COO and serves on the Senior Leadership team; and assists and advises organizations leadership about Human Resources issues.

Primary Objectives:

- Safety of the workforce
- Development of a superior workforce (paid staff, missionary, and volunteer)
- Development of the Human Resources department
- Development of a kingdom-minded culture that emphasizes prayer, empowerment, excellence in all we do, continuous improvement, and spirit-led performance
- Personal ongoing leadership development

QUALIFICATIONS

- Bachelor's degree and 5 years of experience in human resources, relational development or related field required or an Associate's degree and 5 years of human resource and/or relational development experience can be substituted for a Bachelor's degree.
- Ability to organize time, manage diverse activities and meet deadlines, with minimal supervision is required.
- Demonstrates flexibility to changing situations and priorities.
- Excellent written and oral communication skills; ability to proof and edit documents.
- Experience planning and coordinating projects and meetings.
- Experience supervising and recruiting staff and volunteers.
- Demonstrated ability to professionally represent ADRN to volunteer base.
- Ease in using a wide variety of office software.
- Ability to manipulate, analyze and interpret data.
- Knowledge of trends, resources and information related to volunteerism.

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.