



## MINISTRY DESCRIPTION

**Title:** Human Resources Generalist  
**Department:** Human Resources  
**Reports to:** Vice President-Human Resources

**Schedule:** Regular, Part-time  
**FLSA:** Exempt

### Ministry Function:

The Human Resources Generalist supports the ministry of Convoy of Hope by assisting in the overall administration, coordination and evaluation of the human resource functions. This position performs HR-related duties on a professional level and works closely with the VP-Human Resources in all functional areas of HR.

### Essential Duties and Responsibilities:

1. Develops and administers various human resource plans and procedures for efficient functioning of the human resources department.
2. Assists with administration of the payroll functions of the organization.
3. Responsible to provide excellence in employee relations to all staff members to aid in needs related to human resource functions.
4. Assists in the recruitment functions of the organization, including job postings, applicant flow, EEO reporting and communication with candidates and staff.
5. Assists the VP-Human Resources with new employee orientation and onboarding details.
6. Assists the VP-Human Resources with duties including, but not limited to, managing personnel files, conducting background screens, payroll entry and benefits paperwork.
7. Assists the VP-Human Resources in maintaining the human resource information system, reports and compliance.
8. All other duties as assigned.

### Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred; High School diploma or equivalent required.
2. 5+ years HR experience preferred; 2+ years HR experience required.
3. Exceptional communication skills, both verbally and in writing.
4. Ability to pay close attention to details.
5. Strong organizational skills for handling several projects at one time.
6. Ability to maintain utmost confidentiality in dealing with sensitive issues.
7. Ability to use a PC and software programs, including but not limited to Microsoft Outlook, Word, and Excel.
8. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
10. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

### Supervisory Responsibilities:

This position may supervise volunteers.