



Assistant Director Administration, Operations & Human Resources

Position Type: Exempt, Salaried
Category: Full Time
Classification:
Reports to: Executive Director of Administration, Operations & HR (Human Resources)

ORGANIZATIONAL OVERVIEW

At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

POSITION OVERVIEW

The Assistant Director of Administration, Operations & HR reports to and supports the functions of the Executive Director of Administration, Operations and HR through 4 primary areas of responsibility:

- Human Resources
- Paycom for Human Resources
- Insurance/Financial
- Administrative Support

Human Resources

Manage, execute, and update the daily functions of HR including hiring, onboarding, exiting, performance management, salary and compensation processes to best serve the staff of St. Luke's. Additionally, this role will coordinate and oversee lay staff employee benefits, benefit open enrollment, updates to the Benefits Guide and Employee Handbook.

Paycom for Human Resources

Use Paycom to manage and update Human Resources processes including onboarding, Personnel Action Forms for status changes, job changes and pay changes, Performance Management, Affordable Care Act, Open Enrollment Benefits Administration.

Insurance/Financial

Support the Executive Director of Operations, Administration and HR through direct contact with insurance representative and by assisting with property insurance and property insurance claims, certificates of insurance, and annual renewal of policies and worker's compensation.

Administrative Support

Support the Executive Director of Operations, Administration and HR who oversees the management & maintenance of all physical facilities, IT network and applications, financial management, communications, and overall human resources management. Serve as staff resource for the Sower's Garden Team and participate on other assigned teams as needed to support the work of the Executive Director.

This position requires skills and gifting in leadership, supervision, collaboration (with clergy, staff, volunteers, and vendors), human resources, organization, planning, detail management, quality assurance & teamwork. A working knowledge of Microsoft Office, Excel, Paycom and willingness and capacity to learn ROCK any other applications that would be adopted to serve the Ministry teams. High importance is placed on the ability to communicate both verbally and in writing, editing documents as well as efficiently managing details, concurrent projects, and deadlines.

RESPONSIBILITIES

Human Resources

- Assist hiring supervisors in the coordination of staffing, recruitment, and onboarding processes.
- Manage, update, and keep relevant all stages of the hiring and onboarding process.
- Maintain the work structure by ensuring job requirements and job descriptions for all positions are updated according to HR objectives.
- Maintain Employee Handbook updates and electronic maintenance. Continually research practices and policies to keep handbook updated and accessible.
- Assure all HR policies/forms are kept updated and are available to staff in Teams.
- Employee Benefit Management. Work directly with Benefits consultant to coordinate and implement the process of open enrollment annually. Be a resource to employees for routine questions.
- Manage ongoing enrollment of new hire benefits through Paycom and update their accepted benefit selections to the vendor websites.
- Update and maintain employee records in files and Paycom.
- In partnership with the ED support SPRC (Staff Parish Relations Committee) salary review process and update and maintain Performance Management Forms and Role Classifications and Salary Ranges.
- Ensure Employee Labor posters and Federal and State laws and regulations are complied with and posted.
- Creates and fosters an environment of trust and professionalism within HR and serves as a resource for church policies and procedures. Serve as a trusted sounding board to the ED.
- Exercise judgment and discretion to handle incoming requests and concerns by determining appropriate actions, responses, and solutions. Work closely with ED in communicating when necessary.

Paycom

- Within the Paycom system manage the onboarding process through maintenance of the organization chart, creating and maintaining positions, positions seats, invitation to new hire, completing record with job information, I9 information, ensuring employees can access the Employee Self Service, and managing access issues at time of employment.
- Create Personnel Action Forms (PAF) for all status changes (termination, rehire, leave of absence), job changes (demotion, lateral, promotion, transfer, change in hours, department, PT/FT) and pay changes (expanded responsibilities, market based, promotion).
- Benefit Administration and Rollover of Benefit Plans for open enrollment.

- Responsible for any Paycom Client login Notification Center benefits and Affordable Care Act notices.
- Learn HR reports and use them to better manage data requests from ED.

Administrative Support

- Proactively assist with calendaring direct report 1/1's, Operations Team Meetings, interviews, 60-day follow-up onboarding, exit interviews and all other miscellaneous meetings.
- Occasionally plan and support events associated with the ED's role (appreciation for volunteers, staff, Stewardship, or other fund-raising events).
- Optimize and proactively determine greater efficiencies and organization to day-to-day process.
- Support ED with gift acknowledgements and correspondence.
- Serve as staff resource to Sower's Garden's Team.

Insurance/Financial

- Work directly with Insurance representative for property insurance, Cyber coverage, and property insurance claims while keeping ED updated.
- Maintain accuracy of Incident Report Form and ensure accessibility.

QUALIFICATIONS

Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.

- Bachelor's degree in HR management, business administration, or related field, preferred.
- Minimum of three years of related experience.
- Experience working in the Paycom System or other automated HRIS system preferred.
- Proficient in Microsoft Office, Excel and willing to acquire the knowledge and skills to support working knowledge of ROCK and other platforms used for HR purposes.
- Ability to partner with employees and maintain an effective working relationship with all levels of the church.
- Capacity to apply discretion. maintain a high level of confidentiality and handle sensitive and/or confidential information in a tactful and professional manner.
- Demonstrated written and verbal communication skills reflecting professionalism, attention to detail and clarity.
- Flexible to work extended hours as projects require, as well as occasional Sundays.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.