

Human Resources Associate Job Description

Summary: Provides support to maintain and enhance DCPI's human resources procedures from talent acquisition and employment in-processing to employee relations up to termination. Contributes pastoral care for team-building among employees and volunteers.

Part-time support-raising missionary position or volunteer.

Skills:

1. Compassion, spiritual wisdom, generosity
2. Volunteer recruitment and management skills
3. Resourceful research acumen
4. Lifelong learner

Responsibilities:

1. Awareness of DCPI HR Policies and Procedures
2. Update Personnel Files
3. Manage DCPI's Volunteer Processes Including Orientation and Oversight.
4. Contribute Towards Employee Personal Growth and Development processes
5. Develop Standard Operating Procedures for Staff Pastoral Care Team (Staff Care and Celebration Program)
6. Maintain Communication with DCPI Prayer Team
7. Oversee the Distribution of External Communication Materials and Prayer Concerns
8. Mail Donor Receipts Weekly
9. Update Salesforce with Contact info Changes
10. Monitor employment law compliance.

Products:

1. DCPI Staff Handbook
2. Staff Care and Celebration Program (Pastoral Care Team)
3. Volunteer Appreciation Recognition

Authority:

1. Contribute to Standard Operating Procedures (SOP) for managing staff and sustaining high morale and high performance.
2. Decisions and primary actions this staff member has authority to make with approval from Director of HR: Updates of Employee Handbook
3. Budget authority: None
4. Supervision authority: Provide supervision for the Pastoral Care Team & Volunteers
5. Hiring and firing authority: Monitor appropriate procedures leading to beginning or ending employee relationships with DCPI

Accountability:

1. Report to Director, Human Resources
2. Pastoral Care Team reports to Director, HR