



Job Title: HR Coordinator

Reports to: Chief HR Officer

GENERAL SUMMARY

The HR Coordinator will play a crucial role in the Human Resources department by supporting various HR functions, including recruitment, onboarding, administrative tasks, and compliance. This position is located in Dallas, Texas, and requires a highly organized, detail-oriented individual with strong communication skills and a dedication to providing exceptional support to both the HR team and the employees.

ESSENTIAL TO THE POSITION

Must have received Jesus Christ as his/her personal Savior and fully agree with the Bible Study Fellowship Statement of Faith, Human Sexuality Policy, Core Values, and Cultural Commitments. Takes initiative to complete projects and tasks and to identify new methods or processes for streamlining the work. Excellent judgment and high capacity to make decisions; mindful of details but oriented toward the big picture; superb time management; able to juggle multiple, simultaneous projects. Able to get the work done and humbly serve the employees of BSF. Must always maintain confidentiality.

PRINCIPAL DUTIES & RESPONSIBILITIES

- **Recruitment and Onboarding:** Assist in the recruitment process by posting job openings, screening resumes, and coordinating interviews. Facilitate the onboarding process for new hires, ensuring all documentation is completed and orientations are scheduled.
- **HR Administration:** Maintain accurate and up-to-date employee records, including Form I-9 documentation, personal information, job descriptions, and performance evaluations. Prepare and process HR-related documents, such as employment contracts, termination paperwork, and benefits enrollment forms. Monitor HR inbox and respond as needed.
- **Benefits Administration:** Assist with benefits administration, including enrollment, changes, and employee communications.
- **Compliance:** Ensure compliance with federal, state, and local employment laws and regulations. Maintain knowledge of industry trends and best practices in HR to ensure the company's policies and practices are current and compliant.
- **HR Projects:** Participate in HR projects and initiatives, such as employee engagement surveys, performance management programs, and training and development activities.
- **Other projects and duties as assigned.**

CORE COMPETENCIES

- Human Resources Knowledge
- Communication Proficiency
- Fosters Teamwork
- Ethical Conduct
- Time Management

SKILLS, QUALIFICATIONS, EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or a related field preferred.
- 1-3 years of experience in an HR support role or similar position.
- Strong understanding of HR principles, practices, and employment laws.
- Excellent verbal and written communication skills.
- Highly organized with strong attention to detail and the ability to manage multiple tasks simultaneously.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and ADP Workforce Now.
- Ability to handle sensitive and confidential information with discretion.
- Strong interpersonal skills and the ability to work effectively in a team environment.

SPIRITUAL REQUIREMENTS

- Thorough understanding of the Christian faith and its doctrines and the BSF Statement of Faith
- Follow Matthew 18 principles in addressing issues with fellow employees
- Studying the Bible in preparation for each weekday's group meeting
- Lead staff prayer time and your table group Bible study as reasonably requested
- Prepare for and attend each Day of Prayer

WORKING CONDITIONS

- Modular office environment or remote home office
- Sitting for long periods of time
- Possible eyestrain from looking at computer screen for long periods of time

ADDITIONAL INFORMATION

- All applicants, regardless of location, must be able to work during the hours of 8-5pm CST, Monday through Friday.
- BSF offers major medical, dental and life insurance as well as a generous vacation policy.
- Employees may be required to travel as necessary.
- Employees must attend employee events, which may require travel, as scheduled by BSF.
- Employees must fulfill the performance standards of this position and comply with policies, guidelines and procedures of BSF, including those set out in the Employee Handbook or otherwise communicated (verbally or in writing) to employees.