

MULTIPLYING FOLLOWERS OF JESUS IN THE SPIRITUALLY DARKEST AREAS OF THE WORLD



EAST-WEST | HUMAN RESOURCES GENERALIST

The Human Resources Generalist will provide professional human resources leadership and expertise while handling the day-to-day operations of the Human Resources office. While working closely with the HR Manager, the HR Generalist will support the administration of the human resources policies, procedures and programs. The HR Generalist will carry out responsibilities in the following functional areas: employee relations, training and development, performance management, policy implementation, onboarding, compensation and benefits management, and Human Resource Information Systems (HRIS). The successful Generalist will have a high attention to detail, be knowledgeable and have the ability to improve and streamline current processes, allowing for increased efficiency within the department. Flexibility, focus, and the ability to re-prioritize tasks are crucial to the success of this position. The HR Generalist will be a leader that promotes a high-performance, service-oriented culture both within the department and throughout the organization, promoting and setting standards for clear responsibility while demonstrating the highest levels of confidentiality and discretion.

REPORTS TO: Director of Human Resources

LOCATION: Plano, TX (Headquarters)

AREAS OF RESPONSIBILITY

- Employee Relations
 - Coordinate the execution of staff social events and service days
 - Come alongside staff in onboarding, off-boarding, transitions, and loss
- Payroll & Compensation Management
 - Input of semi-monthly payroll in HRIS; ensure accuracy of processing with Payroll Change Sheet
- Benefit Management
- Employee Onboarding and Orientation
- Training and Development
- Employment Policies and Procedures
 - Assist in developing, reviewing, and evaluating all employee policies and procedures

QUALIFICATIONS

- 3-5 years experience working in a similar role, required
- 2-3 years of ministry/nonprofit experience, preferred
- Bachelor's Degree required, preferably with a major in Human Resources
- Experience with reputable payroll vendor is preferred
- Knowledge of general accounting processes preferred
- PHR preferred
- Uphold a close and growing relationship with Jesus Christ
- Faithful member of a local church

EAST-WEST CULTURE

Our team members are passionate about Jesus, grace, bold action, and taking the gospel to the spiritually darkest places. We have one consuming passion: to make God known among every nation, every tribe, every tongue, and every people. We strive to uphold the highest standards of behavior, which include integrity, trustworthiness, theological alignment, a healthy work/life balance, care for others, a servant spirit, competency in difficult conversations, a desire to see results, diligence, respect, and humility.