

## HUMAN RESOURCE/BENEFITS SPECIALIST (PART-TIME)

While supporting the needs and goals of the church, as determined by church senior leadership, the Human Resources/Benefits Specialist will play a pivotal role in talent acquisition, career development, employee performance and benefits administration of The Falls Church Anglican. Additionally, the HR/Benefits Specialist will oversee the assessment of staff morale and engagement and manage staff relations.

### Duties and Responsibilities:

This position requires at least 20 hours per week.

**Recruitment and Talent Sourcing:** Support the hiring process to include advertising job openings, managing and updating job sites, conducting preliminary interviews, orchestrate candidate recommendations/evaluations, drafting offer letters.

**Onboarding:** Oversee the orientation program for new team members.

**Background checks:** Serve as administrator for church's account with responsibility of ordering new and updated background checks for new hires and existing employees. Also requires coordinating with other ministries for background checks for their volunteers. Coordination with staff accountant may also be required on monthly invoicing/billing.

**Employee Engagement:** Serve as a trusted point of contact for employee inquiries and thoughtfully address HR-related concerns while maintaining confidentiality and efficiency. Develop and conduct annual engagement surveys to assess overall measures of staff morale. Build and reinforce policies and processes to address conflicts between staff members. Help mediate grievances and disputes between managers and their teams.

**Training and Career Development:** In partnership with managers and Directors, implement and collaborate on training initiatives and career pathways that provide growth, opportunities and direction for the staff.

**HR Information Management:** Assist with maintenance of precise and current employee records to include personal details and performance metrics. Help leaders manage underperforming staff to improve performance. Work with managers to create and manage progressive discipline plans for their staff as needed. Support Director of Operations in keeping the employee handbook updated and complaint.

**Benefit Plan Oversight:** Administer employee benefits programs to include medical, dental, vision, Virginia State continuation, Health Reimbursement Accounts (HRA), Section 125 cafeteria plans, short and long-term disability, and 403(b) retirement plan. This includes but is not limited to coordination with staff accountant on review and timely payment of monthly benefit invoices, processing benefit enrollments, terminations, and changes with insurance carriers. Solicit and review employee insurance proposals annually; support Director of Operations with recommendations to personnel committee. Conduct open enrollment for benefits programs. Compile data for annual

workers' compensation insurance audit, ACA audit, and other annual reports concerning pay and benefits, as necessary. Serve as liaison with the retirement administrator and other benefits vendor(s).

**Maintain Records and Ensure Compliance:** Maintain secure storage and destruction schedule for all personnel records. Interact with appropriate payroll and benefits service providers to ensure compliance with federal and state employment laws and compliance with regulations surrounding tax-advantaged HRA, HSA, FSA, LPFSA, and DepCareFSA.

**Coordinate with Staff Accountant:** Ensure all payroll related deductions and elections are implemented accurately and timely through payroll as enrolled/selected by staff.

**Other Duties as assigned:** Flexibility in addressing other HR/Benefits related projects or matters as needed.

### **Qualifications:**

We're seeking candidates who have a strong desire to maintain the church's reputation of spirit-filled traditional and contemporary worship services. The successful candidate will have:

- Bachelor's Degree in Human Resource Management or comparable degree
- Minimum of five years' experience in a human resource generalist or business partner role
- Educational and/or professional experience in employment law and human resource policies
- In-depth knowledge of benefit programs
- Demonstrated success in developing and managing budgets
- Experience delivering training programs
- Proven ability to think strategically about organizational structure
- Strong decision-making abilities
- Excellent interpersonal skills, including written communication and presentation skills
- Proficiency in the use of basic office software programs (Microsoft Office, including Excel, Word, Power Point, and Outlook)
- Proficient in the use of remote work solutions (e.g., video conference platforms, MS Sharepoint, MS Teams) to collaborate and manage teams
- Ability to learn and apply vast knowledge of rules and regulations about the benefits provided to employees and ability to communicate this information to a diverse group of employees
- Agreement with TFCA's doctrinal position (see <https://www.tfcanglican.org/visit/what-we-believe>)

Within this context, we are committed to equality of treatment in hiring and in all employment conditions and opportunities. Compensation depends on experience. We offer an excellent benefit package.

**How to Apply :** Please send a cover letter and resume to [resumes@tfcanglican.org](mailto:resumes@tfcanglican.org), with "Human Resource/Benefits Specialist" in the subject line.