



Job Title: Human Resources Assistant
Reports To: Human Resources Manager
Status: Exempt/Salaried Full Time
Prepared By/Date: Candace Dellinger 2025

Position Summary

The Human Resources Assistant will support the Human Resources Manager by providing assistance with, but not limited to, onboarding, off boarding, benefits administration, and other HR-related tasks.

Roles and Responsibilities

- Assist in managing the hiring process by organizing applications, scheduling interviews, etc.
- Support onboarding and off-boarding processes for employees
- Assist Human Resources Manager with benefits administration and enrollment
- Assist Human Resources Manager with compliance monitoring (i.e., Darkness to Light Training)
- Reconcile employee benefits with billing statements
- Organize, file, and ensure confidentiality of employee-related files records
- Assist with maintaining and updating employee files and related HR documents
- Assist in planning staff events
- Help with other administrative HR tasks as requested
- Provide backup to the Finance Team in various areas as needed

Qualifications and Requirements

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent (required)
- Willing to become a member of East Cooper Baptist Church
- Bachelor's Degree (desired)
- Strong interpersonal skills and the ability to communicate effectively with employees and vendors
- Ability to maintain confidentiality of information
- Detail-oriented, organized, and able to multitask
- Computer proficiency in MS Office (Word and Excel) and Google Suite
- Experience in HR-related tasks such as benefits administration, onboarding/offboarding, and employee record-keeping (desired)
- Experience with MIP/Abila software (desired)