

Job Title: HR and Business Operations Assistant:

Job Description: We are seeking a friendly and resourceful HR and Business Operations Assistant to join our AGAPE team. As a key hybrid role within AGAPE, the HR and Business Operations Assistant supports the Director of Operations (DOO) and Business Director (BD) in various administrative and operational tasks. This position requires a detail-oriented individual with excellent organizational skills and the ability to manage multiple responsibilities effectively.

Hours: This is a full-time position with the option to work four 10-hour days or five days with one day remote.

AGAPE Mission: To strengthen children and families with the healing love of Christ through counseling and social services. The successful candidate will be a member of a local body of Christ and live in agreement with the AGAPE Statement of Faith.

Responsibilities:

HR Duties:

- Facilitate the onboarding process for new employees.
- Assist with orientation, paperwork, and training coordination.
- Conduct background checks and ensure compliance with hiring procedures.
- Serve as a point of contact for employee inquiries and concerns in the absence of the DOO.
- Assist the DOO with resolving HR-related issues and maintaining positive employee relations.
- Disseminate and enforce agency policies and procedures.
- Ensure staff awareness of HR-related matters.
- Maintain accurate employee records, including personnel files and training documentation.
- Assist in preparing annual training materials.
- Monitor staff compliance with all required annual training.
- Assist the DOO in reviewing and revising the agency's policies and procedures manual.

- Collaborate with the DOO to review and update agency documents and forms.
- Schedule routine safety drills for the organization.
- Complete reports to assess agency readiness and identify training needs.

Business Operations Responsibilities:

- Perform weekly data entry tasks.
- Process weekly payables.
- Assist with collecting receipts and reconciling credit card transactions.
- Assist the BD with monthly reports.

General Administrative Support:

- Support the DOO in the planning and execution of special employee or community events within the organization.
- Perform other duties as assigned.

Requirements and Skills:

Preferred Administrative Experience:

- Previous work experience in an administrative or operations role.
- Strong attention to detail and accuracy in handling paperwork and processes.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks and prioritize effectively.
- Familiarity with conducting background checks.
- Proficiency in Smartsheet, QuickBooks, and MS Office (Word, Excel, PowerPoint, Outlook).
- Ability to find solutions and adapt to changing situations.
- Commitment to professionalism and maintaining confidentiality at all times.

Education:

- College degree in Business Administration, Human Resources, or a related field preferred.
- 1-2 years' experience in a non-profit environment preferred.

Please reply with your interest via cover letter and resume to Traci Landon, Director of Operations and Outreach, @tklandon@agapenashville.org.