



**Department:** Corporate

**Start date:** On/About April 19, 2021

**Job title:** HR Specialist

**Reports to:** Alasdair Groves,  
Executive Director

**Hours:** Onsite, 25 hours per week

**Position Purpose: HR Specialist**

The purpose of this position is to manage the operations of the personnel processes of CCEF.

- Manage
  - processing and distribution of payroll as well as employee benefits in compliance with the benefit plans and tax regulations.
  - employee retirement plan through Envoy Financial including completing the annual retirement plan audit
  - annual editing of the Employee Handbook and other board-required HR documents
  - annual review of Job Descriptions to ensure current information
  - process for annual Employee Performance Reviews
  - HR hard copy and electronic files for all employees
- Post open positions and manage interviews and offers of employment
- Oversee on-boarding and off-boarding of employees
- Act as the liaison for mediating staff conflicts and brief executive director as concerns arise
- Plan and execute staff social events (and annual staff safety meeting)
- Maintain ALL CCEF email list and corporate Google Calendar
- Confirm CCEF's adherence to CCEF's board mandated HR policies (semi-annual)
- Collect, track, and disseminate information on paid-time-off and paid holidays
- Negotiate and maintain benefit insurance plans for employees
- Manage Workers Compensation issues and complete annual WC renewal and audit
- Produce monthly internal staff newsletter
- Special projects and additional duties as necessary

**Qualifications:**

- Bachelor's degree in business related field; degree in Human Resources preferred
- Experience with ACA reporting, FMLA, Pennsylvania HR law
- Proactive in work and communication
- Ability to maintain confidentiality in all facets of the work
- Good people skills: "people person"
- Technological proficiency, with specific experience in Google Suite apps and Microsoft Word and Excel required
- Five years' experience as an HR Manager in a non-profit work environment preferred

Resume and cover letter accepted through Friday, March 19, 2021. Please send them to Charlotte Eastlack, Director of Business & Finance, ceastlack@ccef.org.

Candidates must possess an appreciation for and congruence with the stated Christian mission of CCEF to restore Christ to counseling and counseling to the church by thinking biblically about the issues of living in order to equip the church to meet counseling-related needs.