

Job Title: **People Services Assistant**

Classification: Non-Exempt

Objective: To provide support in various Human Resources (HR) functions and tasks.
Provides administration support to the People Services Department.

Reports to: People Services Manager

Supervises: None

Spiritual Qualifications:

- Person of prayer
- Person of spiritual maturity/participates in daily devotions
- Teachable spirit
- Committed to personal spiritual growth
- Adherence to the Statement of Faith and Moral Conduct Policy
- Actively attends/participates in a local church

Educational/Experience Qualifications:

- Minimum of two years of college or equivalent work experience in HR required
- Proficient in HR/Payroll systems
- Proficient in MS Office systems

Other Qualifications:

- Ability to use discretion and ability to maintain strict confidentiality
- Self-starter, ability to work independently when appropriate
- Customer-service oriented with dedication to ISI staff and other constituents
- Good public contact and communications skills; both verbal and written
- Team player that demonstrates a servant's heart with humility, as well as a positive and professional manner, providing compassionate service to staff
- Excellent computer skills, especially MS Office and Excel
- Excellent spelling, punctuation, and writing skills
- Highly organized, detailed, and project oriented
- Ability to be cross-culturally sensitive
- Good problem-solving and judgment skills
- Ability to perform multiple, simultaneous tasks
- Ability to work under stress/with interruptions
- Ability to follow through with tasks until completion
- Ability to follow directions and be flexible

Responsibilities:

1. Performs administrative tasks and support for People Services Department, including HR processes, maintaining accurate record keeping (both manual and electronic)
2. Assists the Director of Recruitment in review and completion of the Field Staff Applicant Process

3. Provides administrative support for benefit programs, including annual open enrollment preparation, and confirmation of enrollment/life events.
4. Supports procedures for hiring/termining of staff, and performance reviews
5. Assists with edits of HR documents, ISI staff contact information, Employee Handbook, and Standard Operating Procedures (SOP)
6. Performs research on various HR topics
7. Receives and completes Verification of Employment requests
8. Assist with the electronic I-9 E-Verify process
9. Assist with preparation and tracking of materials for employees seeking employment status from the federal government
10. Responsible for answering ministry phone, greeting visitors, and being familiar with Home Office functions and phone system. Responsible for coordinating back-up help.
11. Provides primary back-up to Mail and Facilities Specialist as needed, including annual staff mailings such as National Conference and Christmas
12. Provides administrative support for payroll, including timesheet communication, gathering timesheets, scanning and documentation for non-exempt employees each pay period
13. Assists and completes ACA recording keeping
14. Assists with administration of Workers' Compensation program
15. Prepares reports and census information as requested
16. Responsible for staff birthday card distribution, communication, etc.
17. Responsible for updating People Services website
18. Performs other duties as assigned