



7189 Meridian Rd, Peyton, CO 80831 [www.elifenetwork.com](http://www.elifenetwork.com)  
*Life Network exists to cultivate a community that values life through the love of Christ*

## **HUMAN RESOURCES COORDINATOR**

The HR Coordinator (onsite) position plays a key role in supporting the HR Director across a wide range of functions, including recruitment, employee onboarding, employee data management, policy revisions, benefits administration, leave management and compliance activities. The HR Specialist will be trusted to handle sensitive information with confidentiality and professionalism while helping streamline HR processes to ensure a positive employee experience.

## **RESPONSIBILITIES**

- Serve as the first point of contact for employees in handling inquiries regarding benefits, policies, and other HR-related questions
- Perform recruitment activities to include handling applicant communications, posting positions, reviewing resumes, conducting screening interviews, and creating offer letters
- Coordinate pre-hire/post-offer tasks, electronic onboarding processes, background checks, and other HR compliance tasks
- Coordinate and facilitate new hire orientation
- Administrate benefit programs, including processing enrollments, ensuring accuracy in eligibility changes, maintaining records, and coordinating with benefit brokers and vendors
- Create HR correspondence, job descriptions, reports, org charts, and forms
- Process personnel changes, and update employee information and HR workflows in the HRIS system
- Administrate the performance management process
- Maintain and update employee records (electronic and hard copy)
- Provide administration of FMLA, FAMILI, and other leave programs
- Work with HR Director in revising the HR policies, procedures, and Employee Handbook
- Coordinate and conduct ergonomic evaluations
- Assist with reporting and tracking progress of work-related injuries with Workers' Compensation carrier
- Coordinate the review, ordering, and placement of employment law posters and updates
- Coordinate the exit process for departing staff, and schedule exit interviews
- Assist with the coordination, and development of training materials for staff development activities
- Perform additional duties as assigned by the HR Director
- **Participates in staff development events and volunteer in-services**
- **Participation by all staff is required at Life Network's major events**

## **EXPERIENCE**

- Associates or bachelor's degree in HR, business or related field is a plus
- 1-2 years of HR-related experience
- Working knowledge of Federal and State Employment Laws
- Experience with HRIS programs preferred

## **QUALIFICATIONS**

- Ability to quickly learn the organization's HRIS (UKG)
- Ability to maintain confidentiality with sensitive individual information
- Exceptional interpersonal, organizational, and communication skills, both oral and written
- Flexibility in handling unanticipated and unusual situations
- Proficient in Excel, and other Microsoft Office applications
- Strong organizational skills
- Aptitude to learn database programs and systems
- Personable and helpful attitude
- Ability to handle changing priorities
- Possesses a teachable spirit and functions well in a team environment
- Self-motivated with strong attention to detail

- Efficient, organized, and capable of prioritizing and multitasking
- Strong advocate for the sanctity of life issues
- Possesses Christian testimony with evidence of Christian maturity in personal and professional life
- Active commitment to a local church
- A passion for the ministry accomplished through Life Network and a heart for reaching the lost of our community/world with the Gospel
- Regularly required to sit and occasionally required to stand and stoop, kneel, crouch, or crawl. Must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

## **CLASSIFICATION**

Part-time, 24 hours per week. Pay range: \$19.00 - \$23.00 per hour. Scheduled hours are Monday – Thursday. Reports to the HR Director. *This is an onsite position.*

## **BENEFITS**

- Paid time off for vacation, sick leave, and holidays
- Retirement plan with employer match
- Annual bonus opportunity

*Life Network shall comply with appropriate federal and state laws and regulations prohibiting discrimination on grounds of race, color, gender, national origin, age, disability, or any other legally protected characteristic.*

Because of the nature of our ministry, and as our ministry is to a non-believing world, all Life Network employees are to maintain a standard of conduct compatible with the principles outlined for us in the Bible, and which our Lord Jesus Christ patterned for us while He was here on earth. Prior to completing this application, we require that you read through our foundational statements. By submitting this application, you agree that you have read and understood these values and beliefs and are in full agreement.

Life Network is a non-profit Christian Ministry with a mission to cultivate a community that values life through the love of Christ. We achieve this by:

- Presenting the Gospel of Jesus Christ
- Providing life-affirming alternatives to abortion
- Promoting sexual integrity and healthy decisions
- Empowering parents to be healthy and hopeful
- Giving hope and healing to post-abortion
- Engaging the community to advance life
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Our Statement of Faith:

- We believe the Bible to be the inspired, the inerrant, the infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Christ.

## **Attestation by candidate:**

To achieve coherence and unity within the ministry; to assure that the work of the ministry is conducted in a manner worthy of the calling to which Life Network has been called; to maintain fidelity to the announced purposes of the organization, even as described in its articles of incorporation; to advance these compelling interests of the organization; and to foster a loving, supportive and redemptive work environment within the ministry, Life Network subscribes to these principles and requires that each staff of the organization enthusiastically embrace the Mission Statement, Statement of Faith and core beliefs as part of the employment or intern process to affirm such principles in their lives, both in and out of the workplace.

I certify that I have read and understand the applicant instructions included with this application and that the answers given by me to the foregoing questions and statements made by me are complete and true to the best of my knowledge and belief. I authorize Life Network and its agents to verify any information related to my application or resume. I also authorize individuals, employers, and law enforcement agencies to freely release any information concerning my background, and hereby release any and all of them from any liability for doing so.

I understand that any false information, omissions, or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during my employment.

I understand that this application form is intended for use in evaluating my qualifications for employment and that this application is not an offer of employment. I further understand that if hired, my employment will be considered "at-will" and that my employment may be terminated for any reason, with or without cause or notice, at any time by me or Life Network and that this application is not intended to constitute a contract of continued employment.