

ORGANIZATIONAL DEVELOPMENT ADMINISTRATOR ROLE DESCRIPTION

The Organizational Development Administrator contributes to the creation of a world-class staff culture by leading and delivering efficient, comprehensive HR processes and systems that drive our values and supporting the Organizational Development Manager.

RESPONSIBILITIES

Support an Efficient, Thorough Hiring Process

- Create job template for approved roles and post to Paycom Applicant Tracker module
- Maintain all job postings on CHCC Website and other sites
- Send assessments and assist with scheduling candidates for interviews
- Book candidate travel and reimburse approved expenses
- Complete reference checks, education verifications, and background checks
- Close roles in Paycom and communicate to applicants

Support New Employee Orientation and Contract Renewal

- Coordinate the logistics of New Employee Orientation
- Prepare contracts and non-management offer letters for approval by Organizational Development Manager
- Set up new employees in Paycom and ensure timely completion of employee onboarding

Maintain All Employee Files According to Best Practices and Regulations

- Ensure all staff paperwork processed and filed with accuracy
- Obtain policy acknowledgments from staff for all new policies
- Lead annual renewal of Conflict of Interest completion

Produce Documents for All Organizational Development Initiatives and Metrics

Coordinate and Execute the Logistics of All-Staff Meetings, Trainings, and Events

Support the Organizational Development Hospitality Volunteer Team

- Assist in maintaining a culture defined by love and unity
- Assist in recruiting, training, and leading volunteers for maximum impact

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Respond to all hiring inquiries received through the employment mailbox
- Build trust by maintaining confidence of information

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership
- Accept and uphold CHCC's Essentials of Our Faith

POSITION TYPE: Part-Time (20 Hours), Non-Exempt