



People & Culture Coordinator

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: People & Culture Coordinator

FLSA STATUS: Exempt

DEPARTMENT: Operations

TIME REQUIREMENTS: Full-time; in-office

REPORTS TO: Executive Director of Operations

CLASSIFICATION: Non-Ministerial Role

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for staff recruiting, interviewing, hiring, onboarding, training, recognizing/appreciating, reviewing, and offboarding. Responsible for championing staff values and culture.

POSITION RESPONSIBILITIES:

1. Recruiting & Hiring
 - a. Oversee the Finance & HR Assistant as it pertains to all People & Culture tasks, including but not limited to creating and posting all open positions, managing and responding to all hr@watermark.org correspondence, scheduling interviews, and following up with all applicants not hired
 - b. Consult with hiring managers to determine hiring need, experience required, and preferred traits in order to define job descriptions and fill positions with the best possible candidates
 - c. Work alongside hiring managers to review applications/resumes to determine candidates to interview
 - d. Conduct and evaluate initial interviews with candidates
 - e. Assist hiring managers through the hiring process
 - f. Create offer packages for new hires
2. Onboarding
 - a. Oversee the Finance & HR Assistant's completion of all necessary and required new hire tasks
 - b. Complete all necessary and required new hire tasks
 - c. Conduct training and orientation on the first day for all new hires
 - d. Send a 90-day survey and schedule a 90-day coffee for all female new hires
 - e. Coordinate and plan Culture Camp for all new hires approximately 2-3 times a year
3. Offboarding
 - a. Oversee the Finance & HR Assistant's completion of all necessary and required offboarding tasks
 - b. Conduct an exit interview along with the HR Manager
 - c. Compile and send exit interview notes and feedback to the manager and Executive Team
4. Special Projects & Miscellaneous
 - a. Oversee employee annual review processes and systems
 - b. Oversee the Rock HR system through maintenance and system enhancements
 - c. Create and maintain the staff org chart through the Rock HR system
 - d. Oversee and update the annual revisions to the Owner's Manual
 - e. Update all new hire resources on an annual basis
 - f. Send bi-weekly staff personnel updates to the Watermark Elders and Executive Team
 - g. Oversee the Staff Prayer recap emails, writers, and writing schedules
 - h. Participate in general Watermark staff-required activities (e.g. expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- 3+ years of HR or recruiting experience is preferred
- Discernment regarding the recruiting and placement of candidates
- Excellent organizational skills, diligence in following through on tasks and projects
- Strong verbal and written communication skills; warm, hospitable, and joyful
- Strategic thinker, high capacity, flexible and adaptable, self-starter, works well with autonomy, thorough and detail-oriented, trustworthy and discreet

All employees' job descriptions are subject to change from time to time at the sole discretion of management.