



Onboarding & Benefits Coordinator | Staff Services

OUR MISSION

Our mission is transforming college students to transform the world. We call college students to serve Jesus Christ with their entire lives by:

1. Sharing the Gospel with students and developing passionate disciples of Jesus Christ.
2. Serving together with the church and inviting students into the lives of local congregations.
3. Giving students a vision for serving Jesus Christ in their studies, jobs, communities, and families.

OUR VISION

Our vision is to see a generation of college students transformed by the power of Jesus Christ and His Gospel, in partnership with the local church, reaching the world for the glory of God.

OUR VALUES

1. All things belong to God.
2. Jesus changes people's lives.
3. We love college students.
4. We embrace God's multiethnic kingdom.
5. Faithfulness is pursued together.
6. We celebrate life.

PURPOSE OF POSITION

Cultivate a culture of excellence in the candidate onboarding experience by facilitating and managing the workflow from candidate acceptance through onboarding and onto staff. Coordinate employee benefits communication, new hire enrollment and open enrollment season. Collaborate with the Staff Services team on projects.

RESPONSIBILITIES

On-boarding

- Continually develop and streamline the onboarding process as systems change and CCO growth occurs.
- Ensure necessary on-boarding documentation is complete, accurate, and processed to support the setup of new employees for success.
- Facilitate the onboarding process to ensure proper communication and streamlined handoff from Talent Acquisition & Mobilization to Staff Services, Staff Development, and Supervisor.

Benefits and Employee Transitions

- Ensure all employees are informed of benefits offered by the CCO for which they are eligible.
- Maintain benefits enrollment forms and keep documents and employee communications up to date.
- Provide new hires with explanation of benefits and instructs them on enrollment procedures.
- Process benefit enrollments and changes quickly and accurately.
- Collaborate with the Staff Services department to keep up-to-date records of each employee's benefits profile.
- Address and respond to benefits related issues.
- Responsible for changes to employee benefits status and eligibility and for termination of benefits.
- Collaborating with the Finance Dept. for accuracy of invoicing and payment for all benefit vendors.
- Responsible for proof of benefit eligibility correspondence for employees.
- Responsible for COBRA benefits coordination with Third Party Administrators.

Human Resources

- Assist with New Employee Orientation.
- Create new staff employee records and personnel files accurately and in a timely manner.
- Assist with Human Resources reporting and administration.
- Assist with creation of ADP Profiles for new employees.
- Responsible for collecting and cataloging new employee statutory compliance information such as clearances, I-9 and foreign worker documentation.
- Assist with other Human Resources projects as assigned.

Projects & Other Duties Assigned

- Pray regularly and frequently for the ministry of the CCO.
- Exceed 100% of support raising ministry goals.
- Complete other duties and projects as assigned.

REQUIREMENTS

Education

- Bachelor's Degree preferred or Associates Degree with 2-3 years of Human Resources experience.

Experience

- Experience in human resources preferred.
- Experience onboarding personnel preferred.
- Experience with benefits administration preferred.
- Proficiency with HRIS, specifically ADP preferred.

Skill Set

- Proficient in Microsoft and Google Suite.
- Detail oriented.
- Motivates and inspires others to join the mission.
- Moves others from interest to commitment.
- Learns quickly from success and failure and keeps moving toward the mission.
- Accomplishes administrative tasks with speed and precision.
- Understands young audiences and CCO ethos.
- Collaborates with teams.
- Manages competing priorities and tasks in a timely manner.
- Displays initiative and can work independently.
- Ability to engage a wide range of audiences.

Spiritual Health

- Nurture growth through regular worship in a local church, prayer, Scripture study, and other spiritual disciplines.

Personal Conduct

- Displays personal conduct consistent with CCO Statement of Faith, Core Values and the CCO employee handbook.

Professional Growth

- Plan and pursue professional development opportunities approved by the department lead.

Work Value

- Demonstrates a passion for the Gospel, the church, and college students.
- Values excellence.
- Enjoys listening to and collaborating with others.
- Goal-directed.
- Positive attitude.
- Flexible.
- Ability to see projects through with minimal supervision.
- Takes initiative on process improvement.

Other Requirements

- Ability to lift 20lbs.
- Valid Driver's License and reliable transportation for travel.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.