



Mission Statement: Calling the Christian-ish to Become Passionate Servants of Jesus Christ

At St. Andrew, we are a community of people seeking to live more like Jesus every day and to learn in deeper ways what it means to follow his teachings, live in community, and serve the world.

Summary

Under the direct supervision of the Human Resources Director, the Human Resources Assistant will assist with the day-to-day operations of the Human Resources Office. This role supports the transactional human resource functions including recruitment, onboarding, payroll, benefits administration, performance management, and employee engagement, while ensuring compliance with organizational policies and employment laws. The HR Assistant promotes a culture of care, professionalism, and mission alignment and is a partner in ministry helping to fulfill the mission and vision of St. Andrew Methodist Church.

Essential Functions

Recruitment & Onboarding

- Assist with the end-to-end recruitment process, including job postings, screening candidates, coordinating interviews and tracking applicant status
- Communicate with candidates throughout the hiring process
- Coordinate pre-hire activities by working with IT, Facilities, and hiring managers to ensure readiness
- Conduct background checks, verify employee eligibility, schedule first-day activities and assist with onboarding tasks

Payroll & Benefits Administration

- Review timecards, prepare payroll and submit for review; assist employees with payroll-related questions
- Assist with benefits enrollment, respond to employee inquiries, and process benefits changes
- Review monthly benefits invoices and submit for approval

Employee Relations & Engagement

- Support the annual performance review process
- Assist with planning and execution of employee engagement events, including logistics, communications, and follow-up surveys
- Participate in the Staff Development Team to support initiatives that build community and morale

HR Operations & Compliance

- Monitor the HR and Resume Inboxes daily
- Respond to employment verification requests and PSLF requests
- Maintain accurate and organized employee files
- Support annual audit requests and ensure HR documentation meets compliance standards
- Stay current with changes in employment law, HR trends, and regulatory requirements
- Represent HR positively across the church, interacting with staff, visitors, and congregation

- Attend staff chapel and team meetings as required

Competencies

- Microsoft Office, intermediate Excel skills
- Ministry Platform
- Paycom
- Confidentiality
- Exceptional attention to detail
- Organized
- Flexible in fast-paced environments

Supervisory Responsibility

This position does not have any supervisory responsibility.

Physical Demands

This is mostly a sedentary position with some filing.

Position Type and Expected Hours of Work

This is a non-exempt full-time position at 36.5 hours per week. Work hours are Monday – Thursday in the office, 8:30-5:00 and Friday remote, 8:30-1:00. Occasional Sunday work is required around large events.

Travel

No travel is expected for this role.

Required Education and Experience

- Associate degree or higher
- 2+ years of HR experience, specifically in full-cycle recruiting
- Strong working knowledge of employment law and HR best practices
- I9 compliance and reporting
- Payroll processing

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

If interested in applying for this position, please submit your resume and statement of faith to resume@standrewmethodist.org

Given the volume of sensitive personal financial and other personal information available to this position, it is our preference that a non-church member serves in this role in an effort to keep such information confidential, internalized and impartial.