



**JOB DESCRIPTION AND PROFILE**

**for the position of**

**Human Resources Specialist  
(32 hours per week)**

[www.GoCommunitas.org](http://www.GoCommunitas.org)

**Vision: Transformed Lives... Transformed Neighborhoods...  
Transformed World**

**Mission: Starting and shaping communities of faith  
that love like Jesus in their neighborhood**

## Overview and Introduction to Communitas International

Communitas is an evangelical church planting organization with 50 years experience working in Western Europe, Central and Eastern Europe, Latin America and North America. Our leading edge ministry is looking for the right person to help lead us into greater Kingdom ministry. Our current staff of nearly 200 people includes full-time and bi-vocational staff and affiliates, with a quarter of that number being non-Americans. Communitas operates in over 20 different countries as we nurture over 120 churches and church-planting projects toward reproducible maturity.

Communitas is rooted in a strong missional theology. Our three core values center on being Kingdom seeking, Grace oriented and People focused. Our church planting methodology is not tied to a specific formula, but rather the spirit of serving others and the embracing of a progression of actions that lead to a healthy, maturing church, making our approach very adaptable to unique contexts (see [www.TheDynamicAdventure.com](http://www.TheDynamicAdventure.com) for details). We are pioneers and risk takers. We value honesty and encouragement. We collaborate well, within our global regions, as well as with partner organizations.

## The Need and Opportunity

Across post-Christian secular culture people have largely given up on church, but spirituality remains important to them. Communitas International is at the forefront of sparking that spirituality with mission and helping people “taste and see that the Lord is good.” Our evangelical church planting organization offers the following:

- A firm commitment to expressing the passionate love of God for the world in word and deed.
- Substantial experience in reaching people in post-Christian culture.
- Strategic coaching for planters and churches by experienced cross-cultural practitioners.
- Robust training for team leaders and members via online cohorts, on-site events and regional/global seminars and conferences.
- Rigorous assessment experiences and tools that can form the basis for strategic coaching and healthy team building.
- Partnership in innovation with those looking for new ways to declare the timeless message of the Gospel.

## Human Resources Specialist

**Reports to:** Chief People Officer (CPO)

**Works closely with:** COO, Finance team, Mobilization team, and Operations team, as well as Training, and Staff Care and Development leaders.

**Direct reports:** Regional HR liaison(s), when developed

**Location:** Remote work engagement

**Salary:** Range of \$22-\$25 per hour, depending on experience; 32 hours per week

**Position Scope:** This role is approximately 70% high detail (administrative tasks) and 30% highly relational (prayerful discernment, interviews, team engagement, missionary support). This role provides coordination and oversight of Human Resources administration and services for Communitas International, including in the areas of interviewing, assessment, placement, and hiring of new missionary and operations staff. Further focus is given on staff

reviews and retention, technology support, and HR administration, including payroll and benefits. While primarily responsible for compliance with US employment law (multiple states), the role also oversees compliance with national laws in countries where we have staff, in coordination with outsourced HR Administration consultant.

**We understand that few people would be able to demonstrate excellence and experience in every area covered below; however, we are attempting to be comprehensive in the job outline. If you feel a calling to serve front-line missionary workers with excellence and have HR experience, we encourage you to apply!**

### **Principal Duties & Responsibilities:**

#### **Focus Areas:**

- Serves as primary HR contact for all Communitas staff, with a customer service mindset. Ensure care and tracking of staff, including staff care referrals, staff salary and financial support levels, and annual reviews.
- With the CPO, plan, organize and run US-based missionary assessment events, providing logistical coordination to events and serving on assessment team for new staff. Supervise highly detailed application processing, all applicant paperwork and assessments, and maintain budget for events.
- Responsible for all due diligence on new staff appointments, including reference and background checks, and administrative hiring details.
- Ensure appropriate onboarding of new staff, including administration, connection with training and transition services, orientation to Communitas systems.
- Works with CPO and field leadership to finalize placement decisions.
- Manages monthly review of staff support levels and management policies around under-supported staff.
- Manages Annual Review process for all staff.

#### **Ongoing/As-needed:**

- Gives guidance to Senior Leadership in Human Resource matters. Manages HR consultant relationship and interacts with legal counsel as approved and necessary.
- Communicates with all staff about all mandatory training and is responsible for record keeping of completed training. Maintains HR database and personnel files, including salary levels, in compliance with all state and federal laws. Serves as system administrator for HRIS (currently BambooHR).
- Responsible for technology support to Communitas staff within Acumatica and HRIS to help staff with questions concerning their funding and employment.
- Drafts and finalizes all MOUs, staff agreements with new and existing staff, and job descriptions. Shepherds the hiring process of new staff.
- Reviews and maintains Workers Comp (US) and other insurance policies (such as child protection or caregiving policies) as needed, including managing the annual Workers Comp audit.
- Ensure HR compliance in the USA. Work with HR liaisons in other regions to ensure compliance with local employment laws.

- Serves as Communitas Child Safety Officer. Serves as liaison with field leadership and Communitas Safety Team and field location in the case of an allegation impacting the Child Protection or Sexual Harassment or other policies. Maintains training records and Child Protection and Anti-Harassment awareness within the larger Communitas community.
- Tracks and maintains staff list and statistical data including attrition rate, retention rate and other metrics as requested by leadership. Provides data for regular Board reports.
- Advises staff on medical benefits and insurance options, as needed.
- Advises staff on retirement benefits as requested. Key liaison with 403B provider.
- Assists the HR team with staff transition, providing resources, and drafting transition plans. Performs exit interviews. Communicates with finance and other key operations staff regarding staff transition plans and resignations.
- As requested by leadership, drafts and implements policies for all staff. Keeps Policy and Procedure manual updated, with major review every two years. Reviews and maintains Child Protection Policy.
- Manages HR administration budget.
- Other duties as assigned by the supervisor.

### **General Responsibilities:**

- Maintains a learning posture and growing walk with Christ.
- Maintains a positive and encouraging spirit.
- Maintains a strong commitment to the mission, vision, values and statement of faith of Communitas.
- Maintains a commitment to excellence and service orientation.
- Maintains absolute discretion in matters of confidentiality.
- If applicable, maintains Ministry Partner Development in order to have sustainable mission support.

### **Qualifications and Experience needed:**

- BA degree, preferred in Human Resources, or equivalent experience in nonprofit management.
- 2+ years HR experience required, with a preference for cross-cultural mission work
- 5+ years work experience preferred, preferably in nonprofit or faith-based HR
- Extreme attention to detail is required, as is high proficiency in proper English grammar and document formatting and creation
- Technical ability to provide technical support to missionaries in the HRIS and the finance database applications (after appropriate training)
- Excellent software skills, including experience in Google Workspace and MS Office
- Flexible schedule to accommodate meetings across multiple time zones, as well as intense times of new-staff onboarding events and conferences, when scheduled
- Proven ability to work remotely and independently with limited supervision and high level of professionalism; self motivated and disciplined
- Prefer some overseas missions experience.
- Prefer HR certification, but not required
- Prefer working familiarity with MBTI, Clifton Strengths, Culture IQ, and other staffing

assessments, as well as evaluation of potential and current missional staff with Mobilization team and outsourced psychological services, as needed

- Prefer ability to travel internationally or domestically 2-4 times per year for staff connections and staff conference
- Communitas is a BYOD (Bring Your Own Device) organization. You must provide your own computer and home office space.