



## **Lake Mead Christian Ministries (LMCM) Minister- Staffing Coordinator**

**Job Type: Full Time**

**Department: Personnel Processing**

**Reports to: Head of Personnel Processing (Financial Services)**

**Job Summary:** The staffing coordinator will assist the Head of Personnel Processing with initial contact of potential ministry team members through the preliminary job offering phase of our onboarding process. This person will manage job openings, online job postings, be in charge of initial screening interviews and will walk potential team members through the phases of our onboarding process. They will also work with leaders on following up with applicants throughout the process. The staffing coordinator needs to be open to understanding all areas of the ministry, create a firm understanding of the LMCM culture and expectations for all staff. Throughout the initial steps of staff onboarding, the staffing coordinator needs to have a discernment for spiritual qualifications and understanding of different church denominations and how they align with Lake Mead Christian Ministries Statement of Faith.

### **Required Spiritual Qualities**

- Acknowledge Christ as Savior and live life as His disciple.
- Support LMCM Mission by making disciples of Jesus Christ through community involvement.
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others.
- Believe the Bible to be the inspired, authoritative and inerrant Word of God.
- Agree with and actively support the LMCM Statement of Faith.
- Show evidence the fruit of the Spirit in interacting with people
- Have a Christ-centered home.
- Attend and actively participate in an evangelical local church.

### **Essential Job Functions:**

- Communicating with personnel processing leader pertaining openings
- Posting approved job descriptions on various sites (*Ex: Indeed, Handshake, LinkedIn, etc.*)
- Vetting initial applications through pre-screening phone interview and questionnaire
- Forwarding applications to hiring leaders
- Scheduling multiple step interviews with leaders throughout the process
- Following up with leaders and applicants after leader led interviews - proceeding with next steps or denial letter
- Conducting reference checks, sending social media checks and background screenings
- Sending out conditional offers of employment and scheduling next steps for final onboarding
- Assist personnel processing with scanning, paperwork and other duties as deemed necessary by leader
- This person should be ministry led with excellent ability for spiritual discernment. They should also have good organizational skills for tracking applicants throughout the process.
- **Other duties as supervisor deems necessary.**

**Experience/Knowledge:**

- Google Suite
- Excel
- Word Processing
- Broad understanding of different Christianity denominations

**Qualifications:** High School Diploma, Preferred Human Resource Experience

**Compensation:** \*\$29,120 - \$33,280

**Benefits:**

- \*Qualifies for tax benefits
- Accrued PTO and Sick leave
- Vision - Self Pay Group Policy
- Dental - Self Pay Group Policy
- 403B matching and other retirement programs
- Christian Healthcare Ministries for health care coverage CHM.org - shared cost with employee/employer
- Short and long term disability at the cost of the ministry.
- 25,000.00 life insurance at the cost of the ministry
- Additional life insurance up to \$150,000 - Self Pay
- Ministry Scholarship for student tuition and Lil' Eagle's cost reductions
  - \*First year hires receive a 50% scholarship, then each year add 5% until you reach a max of 70%