



## ABOUT THE EMPLOYER

**TEAM - The Evangelical Alliance Mission** is a global ministry organization founded in 1890 that partners with churches to equip and send global servants who make disciples of Jesus Christ among the nations, leading to the formation of reproducing churches, going where the most people have the most need. We envision the church transforming our world, proclaiming the Gospel in both word and action.

To accomplish this purpose, we subject our lives to the truth of Scripture and we rely on God through prayer. God provides what is necessary to carry out His plan to build His Church among the nations. While only God can save, we speak His words, use His gifts, and reflect His love. Without constant reliance on God through prayer and obedience to His Word, we can do none of these things.

TEAM is both an equal opportunity employer and a faith-based religious organization. We conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of TEAM as an Equal Opportunity Employer does not prevent the organization from hiring personnel based on their religious beliefs so that all personnel share the same religious commitment. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. [§] 2000e[- ]1(a)), TEAM has the right to and does, hire only candidates who wholeheartedly and without reservation agree with [TEAM's Statement of Faith](#).

## ABOUT YOU

Every candidate should be a believer in the Lord Jesus Christ who is in fellowship with a Bible-believing church and **wants to make a difference through involvement in world missions**. This individual must personally embrace the [purpose, vision, beliefs, and values of TEAM](#). Must be humble enough to embrace tasks both glorious and fun as well as those that are mundane and not glorious.

## TEAM STAFF COMPETENCIES

### Interpersonal Skills

- Treats others appropriately with sensitivity and respect
- Resolves differences effectively and graciously
- Contributes to team cooperation among workgroups

### Communication

- Listens actively and asks for clarification as needed
- Expresses thoughts clearly in speaking and writing
- Selects the medium, forum, and manner appropriate for the setting and culture

### Adaptability

- Flexible with differing work styles and culture
- Receptive to new or additional assignments
- Responds constructively to changing conditions and setbacks

### Servanthood

- Shows a commitment to serve for the good of others
- Ensures that actions meet the needs of the work context

### Decision-making

- Considers differing points of view and seeks input
- Able to analyze facts, solve problems and make decisions
- Demonstrates prayerful discernment and good judgment

### Task Management

- Demonstrates mastery of fundamentals required
- Takes Initiative that leads to effective results
- Plans and prioritizes workload for timely completion

### Continual Learning

- Assesses and recognizes own strengths and weaknesses
- Maintains a growth plan and pursues self-development
- Regularly meets with a growth partner for encouragement



## JOB DESCRIPTION

<b>Job Title:</b>	Human Resources Administrator	<b>Revised Date:</b>	March 2021
<b>Reports to:</b>	Personnel Director	<b>Department:</b>	Personnel Department
<b>Work Location:</b>	Carol Stream, IL Office; Remote work possible	<b>Job Classification:</b>	Full-Time; Salaried

### JOB QUALIFICATIONS:

- Bachelor's degree in business, human resources, or related field of study, 3-5 years of experience in an advanced human resources position, or equivalent combination of education and experience. Professional in Human Resources (PHR) designation desirable (SHRM or HRCI)
- Excellent knowledge of employee benefits programs
- Good sense of humor, quick to laugh
- Experience with online onboarding tools preferred
- Background and experience with a nonprofit organization, ideally a religious ministry preferred
- Positive attitude, team player, and passionate about serving God and others
- Spiritually mature with a growing relationship with Jesus Christ
- Possess great relational ability - someone who is winsome, loves people and gains satisfaction from helping people meet their spiritual, philanthropic and missional goals; excellent verbal and written communication skills
- Able to easily maintain confidentiality and prudence in communication
- Detail-oriented and accurate, yet outgoing and personable
- Demonstrate an attitude of love, compassion, and respect to the U.S. staff, global workers, and partner organizations that we serve
- Excellent computer skills; experience working with spreadsheets, word processing and office software. Salesforce and Ultipro experience a plus.

### WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The following abilities are required for the position:

- Work for extended periods of time at a computer including the use of mouse and keyboard , requiring the ability to send and receive information with necessary optical, auditory and manual dexterity (video calls, email, fax machine, copier, scanner, etc.)
- Tolerate dust and fumes from general cleaning and maintenance procedures
- Strong written and verbal communication and interpersonal skills; comprehend and speak English.
- Display the reading skills necessary to proofread written material
- Perform basic mathematical calculations
- Periodic travel may be expected; must be able to navigate airports and travel domestically
- Walk, stand, stoop and kneel to file and retrieve files from cabinet drawers

## **JOB OVERVIEW:**

The *Human Resources Administrator* will administer human resources policies, programs, and practices, including planning, organizing, developing, implementing, and coordinating. This role exists in the context of TEAM's Personnel Group, which provides HR services, staff development and training, and other employment services to both U.S. staff and global workers.

## **KEY RESPONSIBILITIES:**

- Foster a culture in TEAM that reflects TEAM's [core values](#)
  - Interface between staff and management with feedback on staff morale, concerns and expressed needs
  - Identify opportunities to increase interaction between U.S. based staff and global workers
  - Work with the Communications Department on culture-enhancing communications
  - Generate ideas to promote TEAM culture internally
- Recruitment and orientation of new staff
  - Ensure that appropriate publicity of TEAM's hiring opportunities is done in local churches, schools and on Christian internet job networks
  - Work with supervisors to define the most important skills and abilities needed to thrive in the job to be filled
  - Coordinate recruitment efforts with hiring managers, coordinate interviews, accept resumes and applications, interview and assist with the final hiring decision process
  - Facilitate effective new employee orientation into TEAM
  - Work with Mobilization and Learning & Development in employment onboarding of global workers
- Development and retention of existing staff
  - Assist supervisors with writing and maintaining accurate and current job descriptions for North American based staff positions
  - Manage existing TEAM staff annual performance evaluation process (includes preparing both supervisors and evaluated employees)
  - Assist in developing and managing evaluation process for global workers, including creation and implementation of job descriptions
  - Develop and implement personal development plans to assist with goal setting and performance measurement
- Oversee the out-processing of North American-based staff employees who leave TEAM. Conduct exit interviews with terminating employees, sharing appropriate feedback with supervisors and/or management. Collaborate with Transitions Manager in out-processing of global workers.
- Maintain accurate HR data in tracking systems related to HR and payroll
- Work with TEAM's Executive Director of Global Services, Personnel Director, and contracted legal counsel to maintain an up-to-date employee handbook
- Initiate monthly staff bulletin in coordination with Communications Department and assist in coordinating monthly all-staff meetings
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- May be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Participate in the process of staff development by assessing needs, evaluating in-house training resources and tracking staff development efforts in consultation with TEAM's Director of Learning & Development
- Receive and act on employee complaints or grievances; Oversee employee disciplinary meetings, terminations, and investigations.
- Manage unemployment claim requests, worker compensation claims, employment verification requests, and other legal HR topics
- Performs other duties as assigned.

---

Disclaimer: The information in this job description indicates the general nature and level of work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this job. While employed in this position, an employee may be required to perform other assignments not listed in the job description.

Applications for employment are available online at <https://team.org/about-us/staff-opportunities>. Inquiries may be made to:

**TEAM - The Evangelical Alliance Mission** | 400 S. Main Place, Carol Stream, IL 60188-2407

Human Resources Manager | Ph. (630)326-3430 | [Human.Resources@TEAM.org](mailto:Human.Resources@TEAM.org)