



Bluebonnet

Home Scholars Collaborative
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Job Description

Human Resources Coordinator

Job Title:	Human Resources Coordinator
Work Hours:	Part time, hourly, approximately 5 hours/week
Compensation:	Wage range of \$14 - 16/hour
Supervisor:	Executive Director
Desired Start Date:	January 1, 2025

Overview:

In your role as Human Resources Coordinator, you are expected to work with the Executive Director and the BHSC leadership to coordinate communication with prospective employees and facilitate the hiring and on boarding process for new hires. The Human Resources Coordinator position will primarily involve work from-home hours, but additional on-campus hours or other in-person meetings or appointments may be needed occasionally.

Core Characteristics Needed:

The core characteristics needed for successful fulfillment of job responsibilities are listed below:

Tenacity: The successful candidate demonstrates determination and tenacity both in pursuing on-going learning and growth and also in serving and caring for fellow members of the community.

Collaboration: The successful candidate respects the intrinsic dignity and worth of each individual and honors others in all their interactions by listening well and offering honest, direct communication in a spirit of true collaboration.

Freedom: The successful candidate embraces the ecumenical Trinitarian community of BHSC and respects the freedom and potential of students, parents, and fellow staff members.

Wonder: The successful candidate shares the BHSC vision for Christian home education grounded in both classical tradition and contemporary research and aimed toward wonder, knowledge, love, and action.

Professionalism: The successful candidate demonstrates high standards of professional behavior, prioritizes and pursues clarity and organizational health, and continuously seeks to increase competency and understanding.

Areas of Responsibility:

The primary areas of responsibility include, but are not limited to the following:

- Assist with the hiring and on-boarding process for new teachers and staff.
- Manage the Human Resources employment@bluebonnetscholars.org email account.
- Manage electronic resources for prospective employees via Dropbox, Microsoft Word, and the BHSC website.
- Help maintain website content, especially lists and descriptions of employment openings & PDF job descriptions on the employment page as well as staff profile photos and biographical statements on the staff listings.
- Communicate with prospective employees, references, and new hires via email, text messaging, and possibly phone calls. Answer phones and/or place calls if requested or necessary.
- Help find prospective employees, and help inquirers complete the application process.
- Schedule interviews, contact references, and draft offer letters as directed by and on behalf of the Executive Director. Possibly assist with reference checks.
- Maintain lists of job openings and prospective employees and track progress.
- Attend and participate in periodic meetings as requested.
- Utilize the Todoist app (mobile phone and desktop) for task management and team collaboration.
- Promote and be proactive in furthering the ministry of BHSC.
- Maintain a lifestyle in consonance with sound Christian principles and the values of BHSC.

Qualifications:

- Must have self-initiative and excellent interpersonal and communication skills
- Must have a track record of reliability, accuracy, discretion, initiative, and attention to detail
- Must be flexible, trust-worthy, and professional
- Must have exceptional time management skills and habits
- Must be proficient in organizing communications, digital files, and paperwork
- Must have superb writing and proofreading skills
- Must have strong interpersonal skills and be comfortable and amiable in interacting with different types of people
- Must have working knowledge of Microsoft Office, and be comfortable using G-suite tools.
- Experience with Dropbox/MailChimp/Todoist/Remind/WordPress/Canva/Zoom preferred (or must have a willingness to learn)
- Bachelor's degree or equivalent work experience is preferred

Non-Discrimination Policy:

It is the policy of Bluebonnet Home Scholars Collaborative (BHSC) to make all employment-related decisions for its employees and applicants in accordance with all applicable federal, state, and local laws and regulations and without regard to race, color, national origin, age, sex, or disability. BHSC hires individuals who are committed to supporting BHSC's beliefs as expressed in the BHSC by-laws and family enrollment agreement. BHSC will employ only persons who are authorized to work in the United States.