



Human Resource Specialist

Do you have a heart for placing the right person in the right job? Do you love collaborating as part of a group? Do you want to invest the culture of a growing organization? Do you have an authentic and active relationship with Jesus Christ?

Overview:

This individual will leverage her/his talents to recruit and retain top-notch talent and foster a workplace culture that inspires growth, achievement, and belonging.

Key Attributes:

- **Investor.** Desire to further develop a vibrant workplace culture.
- **Motivated.** Have ability to prioritize in a fast paced, high expectation environment.
- **Positive.** Enjoy new challenges and be able to work with a variety of personalities.
- **Advocate.** Be able to find positive solutions for employer-employee relationship.
- **Knowledgeable.** Possess a degree in Human Resources or related field with broad HR experience in recruitment, development, and staff culture.
- **Jesus-Loving.** Have a strong spiritual commitment and understanding of the culture of St. John Church; willing to become a member.

To learn more about our organization visit:



stjstl.net



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Hours:

Part time position working 20-25 hours a week with typical working days Monday – Thursday from 8:00am – 2:30pm with ability to occasionally work longer hours.

To Apply:

Interested candidates should submit a resume to tdunn@stjstl.net or St. John Church, Attn: Tracy Dunn, 15800 Manchester Road, Ellisville, MO 63011. Please answer the following in a cover letter:

- Why do you want to work for St. John Church?
- How does your work experience fit with this position?

Job Responsibilities:

Recruiting, Hiring & Onboarding

- Spearheads the proactive recruitment of new church and school staff and oversees the hiring process.
- Directs a dynamic onboarding process to foster a strong sense of purpose for new team members and belonging among staff.
- Directs the summer internship program for college students and looks for other opportunities to create a pipeline for next generation leadership.

Organizational Culture & Development

- Provides opportunities for the professional and personal growth of the STJ staff.
- Stimulates a culture of staff celebration and recognition for accomplishment and milestones.
- Oversees a regular cycle of performance evaluation & goal setting for all STJ staff.

Compliance & Legal

- Ensures detailed employee and organizational records are maintained.
- Maintains employee handbook, and ensures consistent and equitable application of personnel policies and procedures in accordance with State and Federal regulations.