



**Job Title:** Staffing & Development Specialist  
**Classification:** Full Time  
**Department:** Finance/HR  
**Reports to:** Finance Director

#### **PURPOSE:**

The Staffing and Development Specialist leads the staff development, recruitment and retention activities within Eagle Brook Church.

#### **EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:**

- BA/BS in Human Resources, Business Administration or related field, or equivalent experience.
- 1-3 years' experience in developing, implementing, facilitating and evaluating successful training programs.
- 1-3 years' experience in recruiting and staffing processes and activities, preferably in a high volume, fast-paced working environment.
- Knowledge of general human resource topics including recruiting, interviewing, employee development and training, and federal and state laws regarding employment practices.
- Strong interviewing, listening, and observational skills.
- Excellent communication skills; written, verbal and interpersonal.
- Self-motivated and able to work independently, as well as part of a team.

#### **EBC COMPETENCIES AND EXPECTATIONS:**

- Embrace and embody the mission "Empowered by God to reach others for Christ", vision and 5G values of Eagle Brook Church
- Be reliable, take initiative, and be self motivated
- Embrace and adapt to growth, change, innovation and creativity
- Use appropriate judgment in the areas of discretion, sensitivity, & confidentiality
- Have a cooperative, healthy and motivating relationship with supervisors and coworkers



### **ESSENTIAL FUNCTIONS:**

#### **Staffing**

- Seek out, screen and interview qualified applicants to fill existing and future job openings and promote career opportunities within Eagle Brook Church.
- Determine applicant qualifications by reviewing resumes, interviewing applicants, analyzing responses, comparing qualifications to job requirements.
- Coordinate, schedule and participate in phone screens and in-person interviews.
- Perform reference and background checks.
- Establish and maintain relationships with hiring managers to stay abreast of current and future hiring and business needs.
- Advise managers and employees on staffing policies and procedures.

#### **Training & Development:**

- Identify and assess training needs of staff by conferring with managers and supervisors or conducting surveys.
- Develop, organize, and conduct in-house employee training programs.
- Research, coordinate, and schedule outside training sessions, seminars, and conferences.
- Develop or select training materials such as handouts and visual materials for in-house courses as appropriate. Amend and revise materials as necessary, in order to adapt to changes that occur.
- Periodically evaluate training effectiveness.

Other duties within the Human Resources area may be assigned.

### **RELATIONSHIPS:**

- Reports to the Finance Director
- Works closely with HR Generalist
- Works with all levels of pastors and staff