



POSITION SPECIFICATION

Position	Human Resources Operations Assistant
Company	The Pension Boards – United Church of Christ, Inc.
Location	475 Riverside Drive, NY, NY
Website	www.pbucc.org
Apply here	Link

COMPANY PROFILE

Founded in 1914 and headquartered in New York City, The Pension Boards-United Church of Christ, Inc. (PBUC) is an affiliate of the United Church of Christ (“UCC”) and has been a partner in ministry with those who serve the Church. PBUC provides retirement, health, dental, and vision benefits, and disability, life and long-term care insurance for clergy and lay employees of the UCC, its predecessor religious denominations, and UCC-related organizations. The organization administers retirement and other benefit plans and serves other ministries of the UCC. PBUC acts as the investment holding corporation and manages investments in both separate accounts and commingled pools of common investment types. Additionally, PBUC provides ministerial assistance through an affiliated subsidiary, United Church Board for Ministerial Assistance, Inc.

Operating as a not-for-profit, PBUC serves 21,000 church workers across 5,000 UCC churches and other church organizations. PBUC has approximately 85 employees. These professionals partner with those engaged in the life of the Church to provide valued services leading to greater financial security and wellness. PBUC is governed by an independent Board of Trustees of 16 members.

Mission Statement

Operating at the intersection of faith and finance, we are caring professionals partnering with those engaged in the life of the Church to provide valued services leading to greater financial security and wellness.

Position Summary

Reporting to the Chief Human Resources Officer, the **Human Resources Operations Assistant** contributes to supporting the organizational cultural transformation journey specifically responsible for a variety of personnel related administrative tasks and providing clerical support to the HR team regarding employee record keeping activities, compliance policies, and key HR processes and procedures. This opportunity provides firsthand Human Resources Operations experience.

The **Human Resources Operations Assistant** is responsible for cultivating a culture of excellence, a core value of the Pension Boards, which the whole organization strives to build. A culture of excellence is



present when individuals model and maintain a positive attitude and consistently exceed expectations in interactions with all colleagues.

This is an excellent opportunity for a highly skilled and motivated **college student who is studying Human Resources** and is pursuing a career in HR or People Operations.

What you'll do:

- Be part of a team that will implement a new employee record keeping and filing system
- Support the HR team on administrative duties
- Work on a diversity, equity and inclusion report, analyzing data and trends within the organization's talent processes
- Support the new employee on-boarding process by ensuring files are all complete meet compliance guidelines
- Highly meticulous and able to use sound judgment and maintain a high level of confidentiality and sensitivity
- Eagerness to work independently as well as part of a dynamic HR team of professionals with flexibility and willingness to learn and take initiative on variety of tasks and projects
- Work with Senior Specialist to build and modify electronic tools and forms, project plans, spreadsheets, PowerPoint presentations, timelines, and other reports as necessary
- Support Senior Specialist on creating employee engagement surveys, polls, and other engagement tools.
- Support HR project plans
- Participate in HR departmental meetings and trainings
- Engage in career conversations with your colleagues

What you'll need:

- Pursuing a bachelor's degree in Human Resources, Business, Communications or Hospitality – preferred
- Some knowledge of HR systems, policies, and processes helpful; willingness to learn
- Ability to thrive in a fast-paced, while being agile, and demonstrating an ability to problem solve
- Tech savvy – able to learn databases, reporting functionalities, with a strong interest in technology/systems related projects
- Proficiency in Microsoft Office Suite: Word, Excel, PowerPoint, Social Media tools
- Ability to build and modify electronic tools and forms, project plans, spreadsheets, PowerPoint presentations, timelines, and other reports as necessary
- Familiarity with Survey instruments and platforms; can prepare polls and surveys
- Working knowledge of Zoom, Microsoft Teams, Go-To Meeting or other video conference systems
- Approachable style: ability to connect with employees and establish rapport
- Proven ability to work with confidential information – while exercising sound judgment and decision making
- Strong organizational skills and willingness to contribute to projects, pay attention to details, set priorities, and meet deadlines as assigned
- Ability to adapt and problem solve during rapidly changing expectations and events



Work Experience

- Experience exhibiting collaboration and intellectual curiosity
- Aptitude for learning Human Resources and gaining practical

Position Impact and Other Information

Works closely with HR team on sensitive data and will be expected to exercise sound judgement and discretion.

[EEO Law Poster and Supplement](#)

HOW TO APPLY:

Interested applicants can learn about the Pensions Boards and apply for the position here https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4538547

For more information, visit our website at www.pbucc.org and stay connected to our [LinkedIn](#), [Facebook](#), and [Twitter](#) pages.