

## Human Resources Generalist

### JOB DESCRIPTION

#### POSITION SUMMARY

Sola Media is seeking a skilled Human Resources Generalist (28-40 hours/week) to facilitate critical functions, processes, and documentation enabling Sola Media to build, grow and support our exceptional team to get the gospel right and get the gospel out through our various platforms.

The ideal candidate will have a proven ability to communicate effectively and efficiently both internally and externally. This role will serve as a hub of communication and support for Sola's leadership, staff, and prospective staff. This person will also be a critical gatekeeper and influencer in the ongoing development of our team culture and environment. The nature of this role will require attention to detail and excellent organizational and interpersonal skills.

The HR Generalist is responsible to perform administrative tasks in 3 key areas:

- **Facilitate Human Resources initiatives, compliance, and procedures**
- **Facilitate Sola's employee engagement and evaluation process**
- **Document and administrate HR information and employee benefits**

REPORTS TO CHIEF OPERATING OFFICER

LOCATION SAN DIEGO, CA  
THIS IS AN IN-OFFICE POSITION

**Core  
Christianity**

**White  
Horse Inn**

**Modern  
Reformation**

**Theo  
Global**

## KEY DUTIES AND RESPONSIBILITIES

Facilitate Human Resources Processes and Procedures: Working closely with the COO and Director of Finance, provide overall administration to human resources processes, initiatives, and policies in compliance with governing regulations. Maintain employee records and documentation. Administrate employee compensation and benefits packages. Facilitate the recruitment, acquisition, onboarding, ongoing support, and offboarding of Sola's staff. Maintain Employee Handbook and Evaluation processes in continuous pursuit of best practices and comprehension of regulations and company policies and practices. Identify and coordinate organizational compliance and workplace policies related to federal, state, and local employment laws.

## QUALIFICATIONS AND EDUCATION

- Education/Experience: Bachelor's degree preferred; Some experience and/or certifications with human resources preferred.
- Requires a high-level of confidentiality with regard to sensitive staff and organizational information, such as performance evaluations and personal health information.
- Follows and evaluates policies and procedures; completes assigned tasks correctly and on time; supports organization's goals and values.
- Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- Team player who follows instructions, responds to management direction; takes responsibility
- Excellent verbal and written communication
- Essential computer skills: Proficient use of MS Suite, particularly Word and Excel; email and web searches. Ability to manage workflow and work effectively in platforms and applications. Able to type 45 wpm.
- Adapts to changes in the work environment and plans; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Requires exceptional interpersonal and communication skills to effectively interact with and accept ideas from teammates.
- Maintain confidentiality with regard to sensitive staff and organizational information, such as performance evaluations and personal health information.
- This in an in-office position at the Sola Media office in the Poway/Sabre Springs area
- Applicants should be in agreement with the goals and values of Sola Media (<https://solamedia.org>).
- Conduct personal and professional behavior according to biblical values and the biblical lifestyle upheld by Sola Media.
- The individual should be a member in good standing in a Bible-believing church, preferably from a reformational heritage.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch or crawl, and talk or hear. The employee is occasionally required to lift up to 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, absent undue hardship.

It is the policy of Sola Media to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Sola Media prohibits any such discrimination or harassment. All reasonable efforts will be made to protect the confidentiality of candidates.

**For interested candidates, please submit your letter of interest and resume to [hr@solamedia.org](mailto:hr@solamedia.org) with attention to Adam Smith, Chief Operating Officer.**

## **JOB DESCRIPTION DISCLAIMER**

*The above job description is not intended to be an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned and are subject to the standard Sola Media confidentiality agreement.*

*Employment with Sola Media is at-will. Sola Media may exercise its at-will rights at any time for any lawful reason unless a written employment agreement exists with Sola Media that provides otherwise.*

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## ABOUT SOLA MEDIA

Sola Media—through Core Christianity, White Horse Inn, *Modern Reformation*, and Theo Global—endeavors to faithfully proclaim the truth of God’s word all over the world in accessible and meaningful formats. We serve as a resource for churches and individuals, equipping them to proclaim truth.

Since our founding 1990 by Dr. Michael Horton, we have expanded from our original White Horse Inn radio show on KKLA in Los Angeles to a multimedia platform downloaded and distributed millions of times and in over 200 countries.

Our work is rooted in Christ and his gospel as proclaimed in the Scriptures, articulated in the Christian confessions, and summarized in the five Solas of the Protestant Reformation: Scripture alone, by grace alone, through faith alone, through Christ alone, and for God’s glory alone.

Through conversational theology, we feature voices from four confessional Christian traditions—Anglicans, Baptists, Lutherans, and Reformed—without minimizing our differences but engaging in respectful dialogue while remaining united around the core truths of the gospel. With this clear focus on the teachings of our Lord Jesus Christ, together, we believe that we can and will see a modern reformation with Christ at the center of our lives and the global church.