

POSITION TITLE: Human Resource Assistant

FUNCTION: The Human Resource assistant will perform administrative tasks and services to support effective and efficient operations of the Agency HR team. This position works consistently within the mission, vision, and values of the Agency.

QUALIFICATIONS: Associates degree in related field preferred, prior related office experience required. Familiarity with laws, regulations, and best practices applicable to hiring and recruitment. Thorough knowledge of employment related laws and regulations. Proactive and independent with the ability to take initiative. Ability to create and implement sourcing strategies for recruiting of various roles. Ability to manage sensitive and confidential situations with professionalism. Computer literacy (MS Office, databases, email, etc.) required.

RESPONSIBILITIES & EXPECTATIONS:

- Maintain accurate and up to date human resources files, records, documentation
- Answers frequently asked questions from applicants and employees, relative to Agency policies, benefits and hiring process
- Maintains the integrity and confidentiality of Human Resources files and records
- Performs period audits of HR files and records to ensure that all required documents are collected and filed correctly
- Develops, facilitates, and implements all phases of the recruitment and hiring process
- Provides clerical support to HR team
- Conducts or assists with new hire orientation
- Assists with planning and execution of benefits enrollment and employee recognition events
- Acts as liaison between the Agency and external benefits providers and vendors which may include health, disability and retirement plan providers
- Ensure compliance with federal, state and local employment laws and regulations and Agency policies
- Assists with identifying and implementing efficient and effective recruiting methods and strategies based on available roles and needs of the Agency
- Assists with job posting and advertisement processes
- Conducts or acquires background checks and employee eligibility verifications
- Performs other duties as assigned

Community Involvement

- Develops and maintains effective, professional, and collaborative relationships with others in the community
- Attends and participates in job fairs and recruiting sessions at colleges or other venues as appropriate

WHW's mission is to prevent gender-based violence and to empower all survivors.

- Exercises discretion when representing the Agency and maintains confidentiality in interactions within community as appropriate.
- Consistently advances the Agency and promotes positive public relations.
- Affirms the value of diversity, and is respectful of others in regards to/ does not discriminate based on gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation.

Supervision: N/A

OTHER REQUIREMENTS: To facilitate Agency effectiveness, may be expected to take on other duties assigned. Availability of transportation in order to provide service in the community is required.

ACCOUNTABILITY: Human Resources Manager

TIME COMMITMENT: Full-time

PAY BASIS: Hourly

BENEFITS: As stated in the current Human Resources Policies

CONFIDENTIALITY: May be involved in confidential personnel, and interagency issues. Responsible for client confidentiality.

Women Helping Women is an equality and equity opportunity employer and believes in equity and inclusion and welcomes diversity of experience and expression in recruitment, hiring, training, compensation and promotion of diverse talent.

7/24