



JOB DESCRIPTION

JOB TITLE: Part-Time Human Resources Specialist (3 days a week/24 hours)

ACCOUNTABLE TO: Director of Administrative Services

SUMMARY: The Human Resources Assistant will maintain personnel files and oversee the compliance of human resources functions for the agency in partnership with the Director of Administrative Services. Employee benefits coordination and implementation. Clerical support to the fiscal/administrative department.

RESPONSIBILITIES and DUTIES:

Provides support of Human Resource functions ensuring compliance with agency policies and procedures in respect to staff recruitment, hiring, evaluation, retention and termination.

Provides direction to Program Managers and their respective programs on operations issues, ensuring the accuracy and timeliness of all human resources paperwork and personnel status changes.

Assists the fiscal manager with A/P and A/R functions if needed.

Performs additional duties to support in the areas of Human Resources, Health Benefits, 401k, Payroll, Billing, Operations, etc)

QUALIFICATIONS: Four years progressively responsible experience in non-profit operations functions with knowledge of accounting and human resources management.

Knowledge of administrative process and planning principles.

Must possess knowledge of all Microsoft Office computer software.

Excellent writing and communication skills.

Must be highly organized and adaptable to a flexible schedule.

Bilingual (English/Spanish) candidate preferred.

EDUCATION:

Bachelor's Degree in applicable field: Business Management, Public Administration, or Office Accounting with two or more years of experience in highly responsible administrative position; or substantially equivalent experience. Knowledge of Human Resources principles for California and certificate.

Administrative Services.

Job Type: Part time- 24hr with a potential to become full time.

Pay: \$23.00 - \$25.00 per hour

Please email your resume to dalarcon@elawc.org and indicate the position for which you are interested. Qualified applicants will be contacted for an interview. Applications will be accepted until the position is filled.

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