



Position: Human Resources Assistant
Department: Human Resources
Reports to: Human Resources Supervisor
Compensation: \$16.00 per hour
Schedule: M-F 9am-6pm
Status: 100%, Regular, Non-exempt, Confidential
Probation: 90 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: Under the direct supervision of the HR Manager or Director, performs a variety of high-level communication, processing and technical duties requiring independent judgment and decision-making in support of the Human Resource program.

ESSENTIAL FUNCTIONS:

- 1) Assists employees and others with HR-related information; assists agency management staff and employees with HR policies, procedures and program processes as well as the proper methods to use on a variety of HR transactions;
- 2) Receives and reviews departmental service requests and inquiries and determines, relays, coordinates, and monitors documentation, processes and procedures necessary for proper completion and disposition in a timely manner;
- 3) Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries to appropriate HR Staff;
- 4) Maintains and organizes Job Applicant and Job Description databases and assists with employee training and development documentation;
- 5) Responsible for posting Los Angeles LGBT Center (Center) job opportunities to appropriate job boards; forwards applications to hiring managers electronically and via inter-office mail where applicable;
- 6) Posts to, updates and maintains Career Opportunities page on Center website;
- 7) Assist with the on-boarding of new hires, training and development of employees;
- 8) Utilizes specific HR information systems (HRIS) to input, maintain, and track applicant and employee information;
- 9) Prepares and/or processes a variety of documents relating to employment, recruitment, and payroll;
- 10) Frequently uses the HRIS payroll and timesheet systems to process several parts of the payroll, new hire, and benefit processes;
- 11) Schedules appointments, training sessions, employee orientations or other meetings as required;
- 12) Obtains information to create or update files; provides staff and applicants with assistance in the completion of forms;
- 13) Drafts and/or completes correspondence, forms, charts, proposals, specifications, and reports;
- 14) Receives and responds to telephone, and email requests for a variety of HR-related information, and determines appropriate information dissemination or routing;
- 15) Compiles and issues a variety reports on either a routine basis or as requested by extracting and/or tabulating information from a variety of sources, such as files, correspondence, meeting notes, logs, previous reports, and automated HR tools;
- 16) Assists in the design or drafting of changes to improve workflow; assists in budgeting, inventory/expenditure control;
- 17) Assists with filing for Human Resources;
- 18) Other duties as assigned;

PAGE 1 OF 2 – SEE PAGE 2 FOR JOB QUALIFICATIONS AND EXPERIENCE

E-mail **cover letter** and **resume** as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit **cover letter** with **application/resume** to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Strong background with general office duties, multi-tasking, problem solving, oral and verbal communications;
- 4) High School Diploma or GED required;
- 5) Human Resource experience helpful, but not required;
- 6) Knowledge of customer service techniques and communications are essential and preferably in a Human Resource setting;
- 7) Bilingual skills (Spanish / English) a plus but not mandatory;
- 8) Knowledge of professional office methods and practices; record maintenance systems; letter writing and report compilation; public contact techniques and practices; techniques to expedite or improve work flow and information processing; correct English usage, spelling, grammar and punctuation; demonstrated proficiency with Microsoft Office Suite and highly skilled with Excel;
- 9) Ability to work with little or no direct supervision; set up and maintain records and filing systems; extract information from a variety of sources; operate a variety of automated office equipment; accurately perform and carefully proof the transfer of information from one document to another; establish and maintain cooperative and customer-centric working relationships; understand, follow and convey written and verbal directions; effectively communicate to and train HR volunteers; have the ability and desire to problem solve and seek out answers before asking for assistance;
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

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