



Girls Incorporated®

**Girls Inc. of Alameda County  
Senior Director of Human Resources**

**Organizational Overview**

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since 1958, we have responded to the unique needs of girls aged 5-18. We empower girls in underserved communities, equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy activities in elementary school, to exciting hands-on science projects in middle school, to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Poised for growth, the Girls Inc. of Alameda County's operating budget is \$6.9M with 110 staff in our downtown Oakland Simpson Center for Girls and in more than 20 schools and satellite centers across Alameda County.

**Position Overview**

The Human Resources Assistant assists with the administration of the day-to-day operations of the human resources department. The HR Assistant carries out responsibilities in some or all of the following functional areas: departmental development, HRIS, employee relations, training and development, benefits, compensation, recruiting and benefits.

**Major Duties and Responsibilities**

- Receives, coordinates or answers employee HR inquires
- Onboarding and Off boarding preparation; including the coordinating and assisting with the facilitation of New Hire Orientation;
- Creating and maintaining employee files and the HR filing system;
- Main contact for benefit enrollments and changes;
- Recruiting assistance; posting open positions, creating and distributing job announcements, prepping for job fairs and employer of the month events;
- Data input and utilizing tracking systems;
- Creating metrics reports;
- Special projects;
- Other duties as assigned

**Qualifications**

- 2 years proven experience as an HR Assistant, or relevant human resources/administrative position
- Knowledge of benefits and open enrollment processes
- Experience utilizing Excel to create metrics reports
- Experience with HRIS, ATS software and resume databases
- PC literacy (MS Office, in particular)
- Ability to adapt to differences
- Attention to detail
- Excellent organizational skills
- Good communications skills
- Good problem solver, results oriented

- Passion for the mission of Girls Inc. of Alameda County

Salary and Benefits Salary commensurate with experience. Girls Inc. offers employer paid medical benefits, a 403B plan and voluntary vision, dental and life insurance. Flexible spending and pre-tax parking and transit plans are also available.

Girls Inc. of Alameda County is proud to be an equal opportunity workplace. At Girls Inc., promoting, celebrating, and supporting diversity is core to our mission. Individuals are considered without regards to race, gender, age, sexual orientation, gender expression, religion, color, veteran status, disability, marital status, or ancestry. People of color are strongly encouraged to apply for this position.

To APPLY Please send resume and cover letter to: [humanresources@girlsinc-alameda.org](mailto:humanresources@girlsinc-alameda.org)