



Girls Incorporated®
of Alameda County

Girls Inc. of Alameda County Human Resources Assistant

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

- Assisting with Recruiting; posting open positions, creating and distributing job announcements;
- Onboarding and Off boarding preparation;
- Main contact for benefit enrollments and changes;
- Coordinating and assisting with the facilitation of New Hire Orientation; preparing packets, collection and coordination of documentation;
- Data input and utilizing tracking systems;
- Creating metrics reports;
- Assisting with projects;
- Creating and maintaining employee files and the HR filing system;
- 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

BENEFITS:

Employer pays part of standard medical plan and provides vacation, sick, and holiday pay prorated to employees FTE.

OTHER BENEFITS AVAILABLE: Dental, Voluntary Life, Vision, and Long-term disability available at the employee's expense and the ability to participate in the 403(B) and Flexible Savings Account.

TO APPLY: Email your resume to: talent@girlsinc-alameda.org

Girls Incorporated is an Affirmative Action/Equal Opportunity Employer