

Human Resources Assistant

About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by 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 interventions in elementary school and exciting hands-on STEM and STEAM 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. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

About the Role

The Human Resources Assistant assists with the administration of the day-to-day operations and tasks throughout all areas of human resources department. The HR Assistant carries out responsibilities and assist with guiding employees through various HR processes not limited to the following functional areas: departmental development, HRIS, employee relations, training and development, benefits, compensation, recruiting and benefits.

Job Summary

- Assist with full hiring process of employees including recruitment; posting open positions, creating and distributing job announcements, interviews, tracking of new possible candidates in recruitment portal and or HRIS
- Support with new-hire procedures including offer letter generation, organizing employee orientation, collection and coordination of documentation, creating new digital/ hardcopy files while ensuring all necessary paperwork are filed properly
- Data entry, organize, maintain, audit and update HRIS as needed
- Maintain staff personnel files and records in a confidential manner
- Main contact for benefit enrollments and changes
- Coordinating and assisting with the facilitation of New Hire Orientation preparing packets, collection and coordination of documentation
- Prepare materials and help organize employee performance reviews
- Create and analyze metrics reports



- Execute all employee termination procedures, including advising employees on their right and any benefits they are entitled to
- Creating and maintaining employee files and the HR filing system
- Assisting with projects other duties as assigned
- Perform other duties as assigned in person or in virtual workspace

About You

- 2 years proven experience as an HR Assistant, or relevant human resources administrative/ support position
- HR competence and knowledge of HR programs and computer programs
- 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
- A valid California Driver's License, good driving record, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc. of Alameda County

What We Offer

- Compensation: *Base \$23 per hour at 40 hours per week*
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training



Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org

\$150 COVID-19 Vaccination bonus is offered to successful candidates who can provide proof of full vaccination upon hire and or during onboarding.

