



## Human Resources & Executive Assistant

The Human Resources and Executive Assistant is a member of the Admin department and reports to the Co-Executive Director. This is a part-time (25-32 hrs per week), hourly (non-exempt) position. The Human Resources and Executive Assistant shall further the mission of the Claggett Center through performing administrative tasks and services to support effective and efficient operations of the Claggett human resources department and executive office.

1. HUMAN RESOURCES (50%)
  - a. Collaborate with department supervisors to recruit and hire for open positions and ensure that all recruitment processes are followed
  - b. Answer frequently asked questions from prospective and current employees relative to processes and policies
  - c. Organize and conduct new hire onboarding and orientation, annual performance reviews, and process all employee terminations
  - d. Oversee and process benefits enrollment and act as a liaison between Claggett and external benefits and payroll providers, including medical, dental, retirement, and workers' compensation
  - e. Maintain compliant and accurate human resource files, records, and documentation, including documenting mandatory employee trainings and certifications
  - f. Develop and disseminate standard office procedures
  - g. Maintain the integrity and confidentiality of human resource files and records
  - h. Process bi-weekly payroll, including answering employee questions, reviewing payroll, fixing processing errors, and providing payroll reports
  - i. Process and follow up on Workers' Compensation
  - j. Respond to concerns and grievances from employees. Keep Co-Executive Director apprised of employee concerns
  - k. Assist with the planning and execution of special events such as employee recognition initiatives and events, holiday parties, and retirement celebrations, etc.
2. EXECUTIVE ASSISTANT (40%)
  - a. Manage Co-Executive Directors' communications, including email correspondence and answering phone calls
  - b. Manage calendars by scheduling meetings and appointments for the Co-Executive Directors
  - c. Help Co-Executive Directors meet deadlines and complete tasks
  - d. Maintain expense reports and credit card reconciliations for Co-Executive Directors
  - e. Support the Leadership Team with All Staff Meeting presentation preparation
  - f. Support the Board of Trustees with meeting preparations
3. FINANCE (10%)
  - a. Process accounts payable in collaboration with Business Manager and Diocesan staff
  - b. Assist Business Manager with payment processing, invoice creation, and other administrative tasks, including scanning and filing of financial documents
  - c. Purchasing and inventory of Claggett Center office supplies
4. OTHER
  - a. Participate in appropriate staff meetings, training events, and leadership activities.
  - b. Fill in for or assist other Claggett Center departments as necessary; perform other duties as assigned.

### **Qualifications & Requirements**

The ideal candidate will have 1-3 years of work experience in Human Resources or Executive Assistant. The candidate must have a high aptitude working with computers and customer service, as well as working within the Google platform. Additional qualifications include the following:

1. Courteous, approachable, and responsive demeanor when working with staff and the public.
2. Ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
3. High attention to detail in regards to data entry and process compliance
4. Excellent written and verbal communication skills
5. Self-starter that can work both independently and collaboratively.
6. Dependable, professional behavior with a responsible work ethic.
7. Comfortable working in a faith-based community.
8. Reliable transportation.

### **Employment Terms**

- Hourly rate: starting at \$22 per hour
- Part-Time, Permanent Position
- Work hours will vary based on human resources and office needs (over the course of the year, total hours will average approximately 25-32 hours per week)
- Benefits include health and dental insurance, retirement contribution, and paid vacation, sick leave, and holidays.