

Community Initiatives, a dynamic nonprofit service organization, seeks a capable and energetic HR Assistant/ Office Coordinator who will provide comprehensive administrative support to the HR Department, CEO, Finance/Accounting, Grants Administration personnel. S/he must be able to interact effectively with all staff using discretion and sound judgment to maintain confidential information. The HR Assistant/Office Coordinator will be a critical component of the organization's team and s/he must demonstrate independence and initiative as well as an enthusiasm for the Community Initiatives' mission to enable individuals and groups, working together, to create and invest in projects that benefit the public.

Headquartered in San Francisco's Financial District, Community Initiatives provides tax exemption for unincorporated nonprofit activities while providing back office finance, human resources, and grants management services. A core staff of 7 provides the administrative infrastructure for a total operation of 100 employees and 300 independent contractors.

Under the direction of the Director of Human Resources and Administration this position is responsible for providing day-to-day operational support to the CI team and to all project employees, across a variety of Fiscally Sponsored Projects (FSPs). This role serves as an entry level position within HR, and the incumbent has the opportunity to develop into the HR Generalist role.

### **Key Responsibilities**

#### **HR Assistant**

- Handles general HR-related inquiries regarding policies and procedures, benefits, employment verifications, etc.
- Reviews and processes paperwork for all new hires, changes, leaves of absence and terminations and enters in appropriate recordkeeping systems.
- Maintains personnel records in compliance with applicable laws.
- Works with insurance broker to ensure appropriate benefit forms are collected, reviewed, entered in the benefit enrollment system and 401(k) system, and filed as necessary.
- Enters, tracks and maintains appropriate records for pre-employment background checks and drug screens.
- Responds to unemployment claims and ensures timely filing.
- Tracks leaves of absence, bills for benefits on a monthly basis, and reconciles missed benefit deductions.
- Audits and processes all benefit bills on a monthly basis to ensure timely payment.
- Performs regular HR audits, including benefit deductions, I-9s, personnel records and other HR-related information.
- Generates monthly and quarterly HR metric reports.
- Performs other tasks and special projects as assigned.

### **Office Coordinator**

- Maintains CI's 9:00 am – 5:00 pm office schedule by assuring that CI is ready to function for business at 9:00 am.
- Assists with the management of office administrative functions, facility issues and office equipment.
- Produces professional looking, accurate, and complete documents generated or required by the Human Resources Director in a timely manner, using Microsoft Office and other programs. Creates and develops visual presentations.
- Keeps the office organized and operating effectively and efficiently; sets up systems to support same; maintains files and records.
- Efficiently and courteously answers and manages phone calls, placing calls as requested. Takes messages and/or fields question
- Professionally and hospitably greets guests, providing assistance to them, as required.
- Handles confidential and non-routine information appropriately.
- Acts as project manager for special projects, which may include: planning and coordinating presentations; disseminating information; and coordinating events.
- Conducts, synthesizes and reports on basic research as required by the Director of HR.
- Sorts and distributes mail
- Navigates and retrieves information from the contact database.
- Manages office and kitchen inventory.
- Is point of contact for questions about computer hardware and software before we go to our IT support person, and for questions about how to operate fax, photocopy machine, postage meter, scanner, etc.
- Assists with website maintenance and updates
- Schedules the use of the Conference Room and assists with meeting preparations.
- At the direction of the Director Human Resources, assists other staff with administrative support an ad hoc basis.
- Assists with bulk mailings on occasion.
- Assists with contact information data entry

### **Key Skills and Attributes**

- Education: High school diploma or GED. College degree with exposure to HR curriculum a plus. Minimum 2 years experience in an administrative function.
- Some exposure to the philanthropic or nonprofit sector preferred.
- Extremely organized with high attention to detail in composing, typing, and proofing materials.
- Excellent oral and written communication skills.
- Ability to plan ahead and work within deadlines.

- Ability to multi-task, prioritize and follow-through to effectively manage work flow and continuously improve the efficiency of the office.
- Good interpersonal skills with the ability to support collegiality in a small office.
- Ability to be productive when working independently and as a member of a team.
- Ability to use discretion in maintaining confidentiality of sensitive materials and issues.
- High level of flexibility and responsiveness.
- Excellent computer skills, particularly with Microsoft Office and database products.
- Positive attitude, sense of humor, and a commitment to being part of an energetic and enjoyable work environment.

Full-time, non- exempt. Excellent salary (dependent upon experience) and benefits (health, dental, vision, 401(k) plan).

For more information see [www.communityin.org](http://www.communityin.org). Interested candidates should send a resume and a cover letter to Susan Scarborough, Director of Human Resources and Administration at [susan@communityin.org](mailto:susan@communityin.org). Please note HR Assistant in the subject line.