



Are you ready to start your HR career? This might be the job for you!

Use your administrative/project management experience to begin your Human Resources career journey at SJI.

## HUMAN RESOURCES ASSISTANT

Seattle Jobs Initiative (SJI) is an organization deeply committed to and guided in its daily work by its mission. Bounded by a set of values, SJI drives toward its vision for the future through an identity statement that defines how it will accomplish its mission and vision. SJI supports people from under-invested communities to build careers. By creating equitable workforce systems and developing impactful partnerships, we address structural racism.

As an Equal Opportunity Employer, SJI encourages people of all backgrounds to apply, including BIPOC, immigrants, refugees, women, LGBTQIA2S+, people with disabilities, and veterans. We recognize your unique qualities and the value you bring to our commitment to the communities we serve. Together we create and preserve inclusive and equitable environments.

### POSITION DESCRIPTION

Seattle Jobs Initiative (SJI) is looking for a skilled, knowledgeable, highly motivated, and enthusiastic team player to collaboratively assist the Director of Human Resources (HR) with the day-to-day tasks of the HR department and supports a wide range of HR activities including general administrative duties, recruitment and employee development, employee database management, compensation and benefits, employee liaison and the creation and implementation of HR related activities, policies, processes, and procedures. Duties include:

- Assist with the implementation of the human resource programs, policies, and procedures.
- Be an advocate for employees, by fostering a healthy and diverse work culture.
- Promote employee compliance with HR mandated processes and systems.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Assist Director of HR in obtaining statistics and information to improve HR programs, policies, and procedures.
- Maintains the integrity and confidentiality of human resource files and records, both electronically and physically.
- Update employee records for employees such as promotion, separation, and change of employee personal information.
- Performing file audits to ensure that all required employee documentation is collected and maintained.
- Assist in the development and posting of job vacancies on various platforms to hire appropriate candidates.
- Receive and organize resumes and job applications, schedule job interviews and assist in interview process.
- Administer and process new employees, working in coordination with other departments.
- Prepares and process personnel action notices and employment letters for all employment changes.

- Assist in the coordination of employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, 401(k), and other organizational benefits.
- Assist Director of Human Resources in completing benefits reporting requirements.
- Ensures the accuracy of all benefits enrollments, changes and terminations in the HRIS, benefit administration system, and insurance benefit enrollment portal with accurate eligibility and information.
- Assist in the management of the learning management system and development and distribution of mandatory training.
- Collect and process all requests for professional development, continuing education and tuition reimbursement.

## EXPERIENCE & QUALIFICATIONS

- At least 1 year of demonstrated administrative work preferably in an HR department OR any equivalent combination of experience and education which provides the employee with the desired skills, knowledge and ability required to perform the work.
- Knowledge of HR employment practices and guidelines preferred.
- **Demonstrated commitment to valuing diversity and contributing to an inclusive work environment.**
- **Preferred experience working in or with non-profit organizations and other community-based organizations.**
- Experience working in data entry and basic data analysis experience.
- Highly proficient in the use of various computer software such as but not limited to: Excel, Word, Outlook, and Teams.
- Experience communicating effectively, both orally and in writing.
- Initiative and accountability skills for work product or service.
- Ability to recognize the value that different perspectives and cultures bring to an organization.
- Demonstrated ability to effectively problem solve, apply good judgment and initiative.
- Ability to maintain confidentiality and use discretion when handling sensitive information.
- Ability to prioritize workload, work under pressure with tight timelines and changing priorities, and simultaneously work on multiple assignments.

## WORK ENVIRONMENT

SJI operates in a hybrid flexible work environment where remote work is supported and encouraged. However, in-person requirements on conferences, organizational events, meetings, and other occasions will be required.

## COMPENSATION AND BENEFITS

This is a full-time, exempt position with a hire-in hourly pay range of \$26.44 to \$31.73, company pays employee medical, dental, vision, short- and long-term disability, life insurance, health, and dependent care flexible spending accounts, 401(k) with SJI match, PTO (paid time off), personal holidays, and company recognized holidays that include the last week of the year. SJI provides remote work support to all staff.

*SJI employees are required to be fully vaccinated against COVID-19. If selected, you will be required to submit proof of vaccination prior to your start date. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.*

SEND YOUR RESUME AND COVER LETTER TO [JOBS@SEATTLEJOBSINIT.COM](mailto:JOBS@SEATTLEJOBSINIT.COM)

<https://www.seattlejobsinitiative.com/careers/>