



POSITION TITLE:	Human Resources Assistant
REPORTS TO:	Director of Human Resources
FLSA STATUS:	Non-Exempt
JOB TYPE:	Full Time – In Person
SALARY:	\$22.00 - \$28.00/hour, depending on experience.

POSITION SUMMARY:

The Human Resources Assistant supports the day-to-day operations of Human Resources and provides administrative support across a variety of human resources functions. This position assists with recruiting, hiring, onboarding, benefits administration, employee records, leave tracking, training coordination, and other HR processes while maintaining accurate records and appropriate confidentiality.

As an organization committed to creating pathways out of homelessness and poverty, St. Mary's Community Services (SMCS) intentionally hires individuals with diverse backgrounds and lived experiences. The Human Resources Assistant supports these efforts by providing responsive, organized, and professional HR support to employees, applicants, and managers.

Why St. Mary's Community Services?

- Mission-Driven Leadership – Be part of an organization dedicated to serving the most vulnerable.
- Strategic Influence – Support programs and initiatives that uplift lives and drive systemic change.
- Collaborative Environment – Work alongside a passionate team, community partners, and dedicated stakeholders.
- Sustainable Impact – Contribute to an organization committed to long-term solutions for housing, healthcare, and social support.



Key Responsibilities

Recruitment and Hiring

- Manage recruitment platforms and maintain current job postings (online and on site).
- Source candidates and conduct phone screenings as assigned.
- Coordinate and schedule candidate interviews.
- Support the pre-employment process, including preparation of offer letters, collection of required consents, and completion of required documentation.
- Maintain recruitment and candidate records.

Onboarding and Training

- Coordinate onboarding for new employees and ensure required personnel documentation is complete.
- Complete employment authorization processes including E-Verify, as required.
- Track required new employee training and follow up on outstanding requirements.
- Assist with scheduling and coordinating employee training activities.

Benefits and Leave Administration

- Provide administrative support for employee benefit programs and assist employees with routine benefit enrollment or waiver questions.
- Assist with tracking employee leaves and related documentation.
- Maintain accurate and confidential benefit and leave records.

Human Resources Records and Administration

- Maintain accurate and confidential personnel records and HR documentation.
- Assist with tracking employee performance evaluation due dates and other recurring HR deadlines.
- Prepare, scan, organize, file, fax, and maintain HR records.
- Respond to routine employee inquiries and direct more complex matters to the Director of Human Resources.
- Participate in staff meetings and HR activities as assigned.
- Perform other duties as assigned.



Physical & Mental Requirements

Mobility: frequent sitting or standing; frequent operation of a data entry device; occasional walking, standing, pushing, pulling, bending, squatting, climbing, kneeling, reaching, holding/grasping and turning objects.

Lifting: frequent lifting of 5 pounds or less; occasional lifting of 5-30 pounds from floor to waist.

Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision

Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone and in person.

Emotional/Psychological: frequent business guided decision-making, concentration, public contact, and occasional public speaking.

Environmental: frequent work in a standard office environment, occasional exposure to varied weather conditions.

Decision Making Requirements: makes decisions about the overall direction or operation of a department or project, typically made within the confines of business plans or objectives established by executive management; major project or policy changes require approval by executive management.

Complexity of Analysis Performed: problem solving requires defining problems that have been identified, collecting information from several sources, evaluating and analyzing data, and recommending an appropriate solution(s); precedents, alternatives or guidelines are often available that bear directly on the problem.

What You Bring:

Education and Experience

- High school diploma or equivalent required.
- One year of human resources, administrative office, or related experience preferred.
- Previous experience working in a professional environment preferred.
- Experience using Microsoft Office Suite or related software.
- Proficient in or the ability to learn quickly payroll management, Human Resources Information System (HRIS), or similar business systems.



Knowledge, Skills, and Abilities

- Understanding of confidentiality requirements and ability to appropriately handle sensitive employee information.
- Strong organizational skills and attention to detail.
- Ability to maintain accurate and organized records.
- Ability to prioritize and manage multiple assignments and deadlines.
- Strong verbal and written communication skills.
- Strong interpersonal and customer service skills.
- Ability to communicate professionally with applicants, employees, managers, volunteers, and other stakeholders.
- Proficiency with Microsoft Office and ability to learn HR information systems and other technology.
- Ability to exercise good judgment and recognize when an issue should be escalated to the Director of Human Resources.
- Ability to work independently and collaboratively as part of a team.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision Insurance
- Paid time off

SMCS is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workplace that values and respects all individuals. Employment decisions are based on merit, qualifications, and business needs, without regard to race, color, religion, creed, national origin, ancestry, age, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, sexual orientation, military or veteran status, or any other status protected by applicable federal, state, or local laws.