



POSITION: ADMINISTRATIVE & HUMAN RESOURCE ASSISTANT
REPORTS TO: DIRECTOR OF ADMINISTRATION
CLASSIFICATION/FLSA: FULL-TIME/NON-EXEMPT

POSITION SUMMARY:

The Administrative & Human Resources (HR) Assistant is responsible for providing clerical, administrative, and project support to the UBH administrative office as well as activities overseen by other UBH departments. He/she serves as the primary point of operational and administrative contact for internal and external constituencies. Position will also serve in a support capacity for meetings as needed and will be required to maintain basic knowledge of UBH general operations in order to assure efficiency and integrity of the organization. As a Human Resource Assistant, the position will perform administrative tasks and services to support effective and efficient operations of the organization's human resource department.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Administrative Support

- 1) Serves as front desk receptionist/admin assistant.
- 2) Provides administrative support for the Admin Office and other Departments, as directed by the Director of Administration.
- 3) Provides support for associated activities, to include managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate.
- 4) Serves as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of issues.
- 5) Utilizes knowledge and understanding of underlying operational issues to assist in administrative problem solving.
- 6) Organizes and facilitates meetings, conferences, and special events as requested; schedules and coordinates dates and times, venues, attendance, agendas, and facilities; takes minutes, and provides administrative support and follow-up on matters arising from meetings.
- 7) Establishes and maintains organized and efficient files and records for the Administrative Office; gathers, enters, and/or updates data to maintain records, files and databases, as appropriate. Responsible for the administration, security, confidentiality, and retention of office files.
- 8) Creates, composes, and edits technical and/or administrative correspondence and documentation; prepares a variety of technical, statistical, financial and narrative reports, letters, memos, and other written correspondence and materials.

- 9) Screens and evaluates incoming and outgoing correspondence and follows through as appropriate.
- 10) Assists in the coordination, control, and completion of special projects as requested.
- 11) Attends and takes notes at various administrative and operational meetings as requested.
- 12) Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
- 13) Participates as an adjunct member of the Senior Management Team including assisting in scheduling meetings and attending select meetings.
- 14) Assists in coordinating the agenda of senior management team meetings and all-staff meetings.

Human Resources Support

- 1) Manage HR related tasks, under the supervision of the Director of Administration and in conjunction with the HR Consultant.
- 2) Maintains accurate and up-to-date human resource files, records, and documentation.
- 3) Recruiting assistance such as placing ads, collecting resumes, screening applicants, scheduling interviews and tracking recruitment process.
- 4) Answers frequently asked questions from applicants and employees relative to standard policies, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- 5) Maintains the integrity and confidentiality of human resource files and records.
- 6) Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- 7) Maintain and track HR calendar activities i.e. staff evaluations, insurance documentation etc.
- 8) Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- 9) Conducts new hire general on-boarding and orientation.
- 10) Maintain employee portal with up-to date information.
- 11) Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- 12) Assists with trainings and other in-service activities.
- 13) Assist with employee self-care initiatives and Wellness Program.
- 14) Performs other duties as assigned.

REQUIRED SKILLS/ABILITIES:

- 1) Pleasant, courteous and professional customer service skills.
- 2) Must type 40 WPM
- 3) Working knowledge and experience using Microsoft Office software. Specifically, is proficient in the use of Outlook, Word, Excel and PowerPoint.
- 4) Demonstrates excellent organizational skills with ability to manage multiple tasks simultaneously.
- 5) Ability to work effectively in constantly changing and sometimes demanding or chaotic environment.
- 6) Experience working with a diverse population, with sensitivity to differences in culture, religion, sexual orientation, race, age, and physical and mental illness.
- 7) Demonstrates ability to work independently as well as in a collaborative fashion.

- 8) Forward looking thinker, who actively seeks opportunities and proposes solutions.
- 9) Timely in the completion of tasks.
- 10) Maintains the highest level of confidentiality and professionalism at all times.
- 11) Excellent verbal and written communication skills.
- 12) Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- 13) Excellent organizational skills and attention to detail.
- 14) Proficient with Microsoft Office Suite or related software.
- 15) Proficient with or the ability to quickly learn payroll management, human resource information system, and similar computer applications.

EDUCATION AND EXPERIENCE:

- 1) Associates degree in related field required.
- 2) Three years of experience as an administrative support specialist or equivalent.
- 3) Preferred - experience supporting Senior Executives, preferably in a non-profit organization.

MANDATORY REQUIREMENTS:

- 1) Employment eligibility verification.
- 2) Valid driver's license and auto insurance.
- 3) Reliable transportation.
- 4) Successful completion of background screening.
- 5) TB Test clearance.
- 6) COVID-19 Vaccination.
- 7) Ability to work flexible hours which may include evenings or weekends.

How to Apply

To be considered for a position, email resume and cover letter to hr@upwardboundhouse.org. Please be sure to reference **Job Title** in the subject line of your email. Due to the volume of resumes received, no calls or faxes regarding submission will be returned. Your resume will only be routed correctly and considered, if all the qualifications are met and instructions are followed.