

Job Announcement



Job Title

Human Resources Assistant

Department

Administration

Location

Washington, D.C.

Classification

Part-Time, Nonexempt

Employment Terms

At Will

Reporting to

Human Resources Generalist

Summary

Under the direction of the Human Resources Generalist, the Human Resources Assistant performs a variety of administrative functions related to employee relations, recruiting, benefits, training and development, and other. The incumbent is organized, detail oriented, self-motivated and able to manage multiple assignments to ensure accurate, timely, and compliant outputs. The incumbent also must be able to successfully communicate both verbally and in writing, is diplomatic, and adheres to strict confidentiality protocols when handling privileged and confidential information.

Essential Functions

The following essential functions are representative for the Human Resources Assistant in its entirety - including but not limited to:

- Supports recruitment efforts to source qualified candidates, including posting job announcements, conducting telephone interviews, scheduling interviews, performing reference checks, submitting background investigations, and managing the candidate pipeline
- Supports HR impact on arranging and tracking all training and onboarding
- Maintains general knowledge of local, state, and federal labor laws
- Manages confidential employee records and HR files; conducts scheduled audits for compliance
- Supports HR Generalist with semi-annual performance review cycles
- Leads the organization's safety committee
- Supports employee team-building activities (i.e. awards, recognition programs, retreats)
- Copy edits and proofreads HR documents to ensure that written text is concise, consistent and both grammatically and factually correct
- Assists with payroll processing and benefit administration
- Assists in disciplinary procedures with staff, both verbally and written
- Assists in individual and departmental professional development paths
- Performs other related duties as required and assigned

Competencies

- Communication Proficiency
- Safety Orientation
- Problem Solving
- HR Compliance
- Customer Service
- Ethical Practice

Position Type/Expected Hours of Work

This is a part-time position, between 32 and 40 hours per week. The Human Resources Assistant must be able and willing to work evenings, weekends, and extended hours when needed.

Travel

Travel is primarily local during the business day, although some out of the area travel and overnights may be expected.

Required Qualifications

- Associate's degree in relevant field
- Strong Microsoft Office (Word, Excel, PowerPoint, Outlook) skills
- Professional demeanor; superior written and oral communications skills
- Thoughtful, organized, highly collaborative with great attention to detail
- Demonstrated success working in a team environment; both internally and externally
- Must be able to manage multiple activities simultaneously
- Must be able to establish, track, and meet deadlines, often under pressure

Preferred Qualifications

- Bachelor's degree in relevant field
- 1 -3 years of experience in Human Resources

Compensation

Excellent benefits including health, dental, vision, paid holidays, and time off.

What you will need to apply

Please enter Human Resources Assistant in the subject line of your message and email the following items to Jon Lobeck, Human Resources Generalist at jobs@caseytrees.org:

- Résumé (if applicable)
- Available start date
- Salary requirements
- Contact information for three references

You may also mail these items to:

Casey Trees
Attn. HR
3030 12th Street NE
Washington, DC 20017

Please note that final candidates will be subject to a background check at time of conditional offer.

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