POSITION TITLE: Human Resources Assistant
REPORTS TO: Human Resources Director
JOB CLASSIFICATION: Full Time / Non Exempt
LOCATION: New York, NY

THE ORGANIZATION:
What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business, and raise families.

Strategies We Pursue

- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in businesses, housing, and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

For more than 40 years, LISC and its affiliates have invested approximately $24 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment, and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

Job Summary
The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization’s human resource department.

Responsibilities
The following are an indication of the position’s core responsibilities; these are intended to illustrate the scope of responsibilities and are not exclusive of other duties that may be required.

- Maintains accurate and up-to-date human resource files, records, and documentation.
• Answers frequently asked questions from applicants and employees relative to standard policies, benefits, employment verification, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
• Maintains the integrity and confidentiality of human resource files and records.
• Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
• Provides clerical support to the HR department including invoice and expense processing.
• Administers processes for onboarding and off-boarding forms including I-9 verification, background checks, offer letters and promotion letters.
• Administers nationwide state law poster requirements.
• Administers and monitors the temporary workforce with third party vendors.
• Assists with planning and execution of special events such as new hire orientation and trainings.
• Performs additional duties as assigned.

Qualifications
• Associates degree from an accredited college or university
• SHRM-CP or PHR certification preferred
• Minimum 2-3 years job related Human Resources experience.
• Experience working for a multi-state organization w/ 300+ employees, preferred.
• Excellent verbal and written communication skills.
• Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
• Excellent organizational skills and attention to detail.
• Excellent writing, proofreading and research skills
• Advanced technical skills in Microsoft Office Suite; HRIS, ATS.
• Working experience with ADP Workforce Now, is preferred but not required.

Compensation
LISC offers a competitive salary and excellent fringe benefits.

To Apply
Position is open until filled, but candidates are encouraged to apply as soon as possible.
Please submit a cover letter and resume by email to HumanResourcesTeam@liscnet.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE