



## Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218

P (503) 288-8177 | F (503) 288-1260 | [www.nayapdx.org](http://www.nayapdx.org)

*The Mission of NAYA Family Center is "...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education".*

### Position Description

<b>Position:</b>	<b>Human Resources Assistant</b>
<b>Department/Program:</b>	Office of the Executive Director; Human Resources Department
<b>Compensation:</b>	\$18.00/hr + DOE
<b>Benefits:</b>	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). NAYA recognizes 12 paid holidays per calendar year. NAYA also provides medical, dental, vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
<b>Employment Status:</b>	Regular, Full-Time, Non-Exempt
<b>Hours:</b>	Hours of operation are 9 am - 6 pm; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Human Resources Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	February 2017, October 2, 2017

#### Position Description:

This position will assist the Human Resources Manager with the day-to-day office functions within the Human Resources Department with a focus on recruitment, new hire process, benefits, and records management. This position will require high attention to detail related to Human Resources work, while maintaining a high degree of confidentiality. Duties will include filing, scanning documents, and general organizing and maintenance of new hire paperwork.

#### Essential Functions:

- Applicant tracking and applicant system flow upkeep
- Provide administrative support as it relates to the Human Resource Office
- Maintain a high degree of professionalism and confidentiality
- Assist with communication between HR and Payroll with new staff set-up forms status changes, staffing changes, and benefits
- Assist with background checks, certifications, driving records, and fingerprint paperwork
- Assist with advertising or posting of job announcements
- Assist with administering assemble of new hire orientation packets, conduct new employee orientation, benefits orientations, and follow up on new hire paperwork, create personnel files, and follow up on new hire benefits

### **Recruitment/New Hire Process**

- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting with interview packets
- Collecting employment and tax information to include I-9 and W-4 documents
- Ensuring background checks and reference checks are completed
- Preparing new employee files

### **Benefits Administration**

- Ensure that vacation and sick time are tracked in the system (OFLA, FMLA, Bereavement, etc.)
- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, billing, and approving invoices for payment
- Assist with administering benefits new enrollment and during open enrollment season
- Process enrollments, changes, and terminations of participants in all benefit plans and programs
- Reconciles monthly billing statements against payroll deductions

### **Record Maintenance**

- Maintain current employee files and databases
- Updating and maintaining employment status changes and similar records
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Complete termination paperwork and assist with exist interviews
- Maintain employee files and records management, ensuring confidentiality of electronic and hard copy employee records

### **Additional Duties:**

- Other duties as assigned by the Human Resources Manager
- Assist with day-to-day operations of HR functions and duties
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Coordinate wraparound services effectively with other NAYA Family Center departments, leadership team and staff
  - Represent NAYA with the utmost professionalism within the office, offsite, and at community events, etc.

### **Qualifications:**

#### Requirements Education and Experience:

- Associates Degree in Business, Human Resources and a minimum of three years HR administrative experience
- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred

#### Skills:

- Good communication skills, active listening, verbal and written
- Good office and organizational skills
- Ability to manage multiple tasks/projects
- Ability to maintain confidentiality of sensitive information
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Good computer skills including:
  - Web-based research
  - Microsoft Office: MS Word, MS Power Point, MS Publisher, MS Excel, MS Access, etc.
  - Email (Outlook) and Office 365

- Adobe Forms Central
- Paylocity to include Onboarding, Web pay, and Web time, etc.

**Desired Qualities:**

- Must be adept at problem-solving, including being able to identify issues and resolve problems in a timely manner
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally, as to communicate with employees, HR department, leadership team, staff, community partners etc.
- Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information
- Must be able to prioritize and plan work activities as to use time efficiently
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be dependable, able to follow instructions, respond to HR management direction, and must be able to improve performance through management feedback

**Work Environment:** 95% office, 5% outside office including travel time.

**Physical Requirements:**

- Lifting a maximum of 30 pounds, sitting for extended periods of time.
- The employee may be required to sit for extended periods of time.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Equipment Used:** Computer, phone, fax, copy machine, label machine.

**Safety Considerations:** Some travel may be required.

**Other Requirements:**

1. Successful completion of a background investigation (including a fingerprint and criminal history check)

**Application Procedures:**

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

**Application Deadline:** Closes March 6, 2019

**Attention: Incomplete applications will not be considered.** Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

**Please send application materials to:**

Attn: Human Resources Manager  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)