

## Work Study Job Description

<b>Job Title</b>	HR Assistant
<b>Organization Name</b>	YWCA Seattle King Snohomish
<b>Job Location</b>	1118 5th Avenue, Seattle, WA 98101
<b>Address</b>	1118 5th Avenue Seattle WA 98101
<b>Pay Rate</b>	\$13.70 - \$13.70
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Irwin Batara
<b>Phone Number</b>	206-461-4461
<b>Email Address</b>	ibatara@ywcaworks.org
<b>Website</b>	<a href="http://www.ywcaworks.org">http://www.ywcaworks.org</a>

### Nature of Organization

YWCA Seattle King Snohomish

- Currently in pursuit of Administrative Degree/Bachelor's Degree
- Six months to one year experience in the HR or Office setting preferred
- Some knowledge of commonly used HR concepts, practices, and procedures.
- Thrives in a fast-paced, customer focused environment.
- Excellent customer service skills.
- Ability to juggle multiple priorities and meet deadlines.
- Ability to work independently, be proactive, solve problems and take initiative.
- Effective written and verbal skills.
- Ability to work in and add value to a team environment.
- Demonstrated proficiency in MS Office, SharePoint and other dbase applications.
- Competencies: Core competencies expected: customer service, communication: open, fostering diversity, social justice advocacy, initiative, and collaboration

### Duties and Responsibilities

- Answers incoming calls from internal and external clients.
- Coordinates client employee orientation scheduling and materials.
- Facilitates and coordinates scheduling and materials for agency employee orientation.
- Assembles and mails employee communication materials as requested.
- Compiles and maintains tracking records for use in HR and benefits administration.
- Assists HRO staff as needed.
- Manages the overnight mailing and shipping process.
- Assists with data entry as necessary.
- Assists on project teams as needed.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Demonstrated proficiency in MS Office, SharePoint and other dbase applications.
- Thrives in a fast-paced, customer focused environment.
- Excellent customer service skills.
- Ability to juggle multiple priorities and meet deadlines.
- Ability to work independently, be proactive, solve problems and take initiative.
- Effective written and verbal sk
- Must be eligible in the Work Study Program.
- Currently in pursuit of Administrative Degree/Bachelor's Degree
- Six months to one year experience in the HR or Office setting preferred

### **Educational Benefits**

Learn Non Profit, Human Service industry.  
 Learn Basic Human Resources Knowledge  
 Learnr about Social Justice

### **How to Apply**

Please send your resume to [ibhiring@ywcaworks.org](mailto:ibhiring@ywcaworks.org)

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Job Number: 70YWCA01 | Category: Office & Administrative | Program: | Reimbursement Rate: 70%