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YMCA JOB POSTING

Job Title: **Admin Ass't for Human Resources and Fund Development (fundraising)**

FLSA Status: Full-Time / Non-Exempt

Reports to: HR Director and Development Director

Job Posting Date: May 11, 2022

POSITION SUMMARY:

This position is responsible for assisting the Directors of HR and Development with the handling of administrative work related to each Department.

HR ESSENTIAL FUNCTIONS:

- Assist with processing Worker's Compensation, Unemployment and Short Term Disability claims as well as employment verification requests
- Assist with open enrollment, running reports and updating new hires, changes and terminations in Benefitsolver
- Assist with the recruitment and hiring process, including posting jobs, reviewing resumes, interviewing, and conducting reference checks
- Process all background checks and sex offender checks for new hires and summer camp staff
- Run ad hoc reports and update staff trainings, certifications, birthdays, etc.
- Attend WOW Committee meetings and assist with employee recognition events once these social activities resume
- Follow HR best practices and assist HR Director with any projects as assigned such as EEOC Annual filing
- Conduct annual updates to Total Rewards Compensation Profiles in ADP for all full-time staff
- Assist with the management and organization of personnel files (timely filing is critical)

GENERAL ESSENTIAL FUNCTIONS:

- Assist with all administrative duties in a timely and accurate manner, including data entry in Raiser's Edge (Development); Benefitsolver (HR); and ADP Workforce Now (HR)
- Preparing or generating reports and letters as assigned
- Attend work-related seminars/workshops/meetings/conferences when these resume
- Complete all company required trainings and adhere to company policies and procedures
- Other admin duties include but are not limited to research, filing, faxing, copying and posting of company events and legal notices
- May also be required to provide C-level administrative support to CEO and COO

QUALIFICATIONS:

- Bachelor's Degree in HR, Psychology or Organizational Management is preferred, but not required
- 1-3 years of experience in a membership or non-profit organization preferred

- Basic knowledge of Employment Law, NY State Unemployment, Worker's Compensation and Short Term Disability claims
- The highest level of confidentiality and professionalism is required
- Highly skilled with analyzing, prioritization, organization, communication, multi-tasking, and attention to detail
- Excellent teamplayer, customer service skills, quick learner, self-motivated, enthusiastic, and telephone etiquette
- Proficient in technology as well as Microsoft Office (Word, **strong** Excel, Powerpoint, Outlook); **strong** writing and proofreading skills;
- Experience with Raiser's Edge or other donor management software preferred, but not required
- Experience with "ADP Workforce Now" is a plus

WORK HOURS/WAGES:

- 25 hours per week for HR AND 10 hours per week for Development (5 hours of meal breaks)
- *Must be flexible with work days and shifts due to ever changing priorities within HR and Development departments*