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**Position Details**

**Job Title: Human Resource Assistant**

**Reports to**: Director of HR & Payroll

**Status**: Full Time, Non-Exempt

**Pay Rate**: $20-22

**Job Description**:

The Human Resources Assistant supports the daily operations of the Human Resources department and contributes to the implementation of HR strategies aligned with organizational goals. This role requires a solid understanding of HR practices, strong interpersonal skills, and the ability to foster a positive and compliant workplace culture.

**Key Responsibilities**

* Support recruitment efforts by coordinating job postings, screening applicants, and verifying employment eligibility.
* Conduct new hire orientations and ensure completion of onboarding processes and training.
* Administer employee benefits and assist staff with related inquiries and issues.
* Assist in the administration of HR programs including compensation, benefits, leave management, performance management, employee relations, and training.
* Track and manage employee leave requests, ensuring accurate documentation and compliance.
* Coordinate and deliver training sessions for staff and leadership as needed.
* Support workers’ compensation processes by gathering information, maintaining records, and communicating with relevant parties.
* Assist in resolving employee relations matters, including complaints and investigations.
* Ensure compliance with federal, state, and local employment laws and internal policies.
* Respond to employment-related inquiries and escalate complex issues appropriately.
* Monitor and document compliance with required training and certifications.
* Participate in disciplinary meetings, terminations, and investigations as needed.
* Manage Fresno Mission’s front desk/reception area.
* Perform other duties as assigned.

**Qualifications**

* High school diploma or GED required
* Minimum of 2 years of experience in Human Resources preferred.
* Strong customer service orientation and ability to work collaboratively across departments.
* Excellent communication, interpersonal, and conflict resolution skills.
* Strong organizational and time management abilities with attention to detail.
* Ability to handle sensitive information with integrity and confidentiality.
* Proficiency in Microsoft Office Suite (Word, Outlook, PowerPoint, Excel).
* Ability to align work with the mission and values of the Fresno Mission.
* Agreement with the Fresno Mission’s Statement of Faith and ability to integrate Biblical principles into workplace practices.

**Application Process**:

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

**Please email all documents to** [**HR@fresnomission.org**](mailto:HR@fresnomission.org)

No phone calls