



HUMAN RESOURCE ASSISTANT

Job Description Form

Division/Department	Administration		
Location	2010 Bridge Blvd. SW, Albuquerque, NM 87105		
Reports to	Rose Pace	Title	Director of Human Resources

Level/Grade	Type of position:	Hours__24____ / week
4	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Nonexempt

SUMMARY

Responsible for performing administrative tasks and services to support effective and efficient operations of the organization's human resource department.

RESPONSIBILITIES

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Foster a positive work environment through recognition programs, team-building activities, and employee development initiatives.
- Ensure adherence to federal and state employment laws, including ADA, FMLA, FLSA, harassment, and discrimination, providing expert guidance to leadership.
- Assist in the design and execution of employee training programs to enhance skills, leadership capabilities, and compliance awareness.
- Monitor HR metrics such as turnover, engagement, and performance trends, providing strategic recommendations for continuous improvement.
- Maintains the integrity and confidentiality of human resource files and records.
- Perform periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- May assist with payroll functions including answering employee questions and fixing processing errors.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Provides clerical support to the HR department.
- Performs other duties as assigned.
- Incorporate and demonstrate the mission, vision, work, core values and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Work Environment: This role is in an office work environment. This position will primarily be indoors, working near or around other individuals in an office setting.

Physical Demands: While performing the duties of the job, the employee is regularly required to use hands, fingers, handle, or feel; reach with hands and arms; see, speak and hear. The employee is frequently required to sit, walk, and stand. The employee is occasionally required to stoop, kneel, crouch, crawl and lift/move up to 25 lbs. Specific vision requirements include close vision, distance vision, color vision, and depth perception.

WORK EXPERIENCE REQUIREMENTS

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<ul style="list-style-type: none">- Minimum of two years' recent experience in human resources management and administrative role.- Knowledge of organizational practices, policies and procedures.- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.- Proficient with or the ability to quickly learn human resource information system (HRIS), and similar computer applications.- Proficient with Microsoft Office Suite or related software.- Valid NM Driver's License.- Ability to exhibit excellent customer service skills.- Ability to read, write and understand English- Ability to carry out instructions in verbal and written format.- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds and people with disabilities.- Ability to work extended hours and various work schedules.- Ability to maintain confidentiality.- Ability to work independently and demonstrate time management skills.- Ability to handle multiple tasks and meet deadlines.- Previous experience with non-profit organizations preferred.			
EDUCATION REQUIREMENTS			
<ul style="list-style-type: none">- Associate's degree in Human Resources, Business Administration or related field OR a satisfactory equivalent combination of education and recent experience.- Bilingual in English/Spanish preferred.			

Employee's Signature:_____ **Date**_____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	Title
APPROVED BY	Title
DATE POSTED	
DATE HIRED	