



## **Job Title**

### **Human Resources Operations Assistant**

## **Role Summary**

The HR Operations Assistant is an essential internal role that will report to the Director of Operations. This person will help carry out the day-to-day operations of FLOC and provide crucial support in the areas of administration, communication, scheduling, record retention, meeting support, and related duties to the Leadership Team.

The Human Resources Operations Assistant will also be responsible for assisting the Director of Operations as well as general administrative activities related to front desk operations, human resources, and facilities. Must be detail-oriented, possess the ability to multitask, and willing to take on detailed projects.

## **Work You'll Do**

The HR Operations Specialist will responsible for the following tasks:

### **FLOC Operational Support**

- Greet and direct visitors; answer and direct phone calls
- Retrieval and distribution of mail and packages for all staff
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Perform general office duties such as ordering supplies and maintaining records management database systems
- Maintain highly organized and confidential personnel files
- Support HR or Finance Team in distributing required materials to staff
- Conduct special projects as requested by Human Resources
- Other duties as assigned including but not limited to bank deposits, vendor management, and offering general administrative support to the Director of Operations as needed.

### **HR Support**

- Key HR transactions including new hires, terminations, employment status/job data changes, benefits processes, and the data integrity of the HR systems.
- Provide first-level support to employees, HR Business Partners and managers on inquiries and transactional requests.
- Provide end-to-end onboarding and offboarding support
- Provide support for processes including but not limited to vendors, contractors, benefits, and time-sheet

## **About the Team**

The Human Resources Operations Assistant will join a talented team of mission-driven staff that believes in the mission and vision at FLOC.

This individual will be expected to have excellent communication skills, be exceptionally motivated, extremely organized, and a highly committed rising star who will work out of FLOC's headquarters in Washington D.C.

## **Now Let's Talk About You**

You are someone with:



- Bachelor's degree or equivalent work experience
- Must be motivated, independent, organized, possess excellent communication and have strong interpersonal skills
- Eagerness to learn about nonprofit management from a variety of perspectives and provide the necessary support to ensure efficient and effective leadership
- Outstanding time management and organization skills, with fine-tuned attention to detail
- Ability to take initiative, set priorities, efficiently and effectively organize work, and manage multiple tasks simultaneously
- Experience collaborating and gathering information from multiple sources to create materials, and draft communications
  
- Adept at developing and maintaining administrative processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives
- A proven background in a fast-paced, multi-tasking environment with growing responsibilities
- Ability to maintain confidentiality
- Commitment to the mission of FLOC
- 2+ years experience providing support in HR operations is preferred
- Vehicle Transportation preferred but not required

### **FLOC's Vision**

Our vision is a city where every child's potential – regardless of zip code, skin color or family status – is unlocked with a post-secondary degree, opening the doors to success in life.

### **We believe...**

- Every child matters and is equally important.
- The best education combines quality in the classroom with enhanced learning opportunities outside the classroom.
- Every family who needs and wants these opportunities should have guaranteed access.
- Every child deserves a clear, viable path to a post-secondary degree.

### **Benefits**

FLOC offers competitive salaries based on the experience and skills of employees. Additionally, FLOC provides a comprehensive benefits package that includes:

- Medical
- Dental
- Vision
- 403(b)
- Ancillary benefits

Salary: \$48,000-\$52,000 depending on experience

### **Next Steps**

If this sounds like the sort of role for you, apply now via indeed! Please send your **resume** and **cover letter** by visiting the link below:



[https://www.indeed.com/viewjob?t=human+resources+operations+assistant&jk=09ceded84e67dc7f&\\_ga=2.160025535.360784428.1631553932-956636604.1615988914&\\_gac=1.153759178.1629927180.CjwKCAjw1JeJBhB9EiwAV612yx2ynxfBbBgAB1id7tFPJpcIF8NKEStIYqS0JW-twRf-jnkFUhJtKxoC1HEQAvD\\_BwE](https://www.indeed.com/viewjob?t=human+resources+operations+assistant&jk=09ceded84e67dc7f&_ga=2.160025535.360784428.1631553932-956636604.1615988914&_gac=1.153759178.1629927180.CjwKCAjw1JeJBhB9EiwAV612yx2ynxfBbBgAB1id7tFPJpcIF8NKEStIYqS0JW-twRf-jnkFUhJtKxoC1HEQAvD_BwE)

Only competitive candidates will be contacted and invited to participate in the selection process. No phone calls please. Applications are accepted until the position is filled.

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**Equal Employment Opportunity Disclaimer**

For Love of Children is committed to a policy of equal opportunity for all persons without regard to race, creed, color, sex age, religion, national origin, disability, citizenship, sexual orientation, political affiliation, or any other illegal basis or discrimination. Applicants and employees receive equal opportunity in recruitment, hiring, promotion, discipline, transfers, benefits, services, training, termination, and all other personnel procedures. FLOC believes that every employee should have the opportunity to achieve his or her potential, limited only by individual ability to perform the work, level the effort, experience and training, and should be able to work in an environment free of discrimination or sexual or other harassment.

**Due to the current COVID-19 pandemic, FLOC is implementing temporary telecommuting arrangements. These arrangements are expected to be short term, and FLOC will continue guidance on when staff will physically return to the office. The candidate must be located within the D.C. area as they will be required to conduct some HR in person.**