



Job Announcement

HR AND OFFICE ASSISTANT

Founded in 1982, Bresee's mission is to battle poverty by empowering youth and families in Los Angeles with the skills, resources, and relationships to thrive. Bresee serves a densely populated mostly immigrant Los Angeles (LA) neighborhood where youth and their families face multiple systemic and individual barriers to achieving success; said social risk factors include poverty, linguistic isolation, and low educational attainment. Since its inception, Bresee has administered effective after-school youth development activities and has grown from a grassroots effort to a robust data-driven organization.

Bresee strives to create an exciting, challenging and rewarding work environment that allows our employees to flourish. We value integrity, community, resilience, life-long learning, and compassion. Our retention rate across the organization is 82%; Bresee's staff is composed of 34% program alum, 80% are first-generation college graduates, and 52% have remained on staff for over 3 years. Bresee offers a positive organizational culture allowing all teams to thrive.

POSITION SUMMARY: Reporting to the Director of Operations, the Human Resources and Office Assistant will perform administrative duties related to the human resource office and the overall operations of the organization.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES:

- Human Resource Support (60%)
 - Assists in the hiring process, including posting announcements, resumes, scheduling interviews, onboarding, and personnel file.
 - Assists employees to enroll for employee benefits.
 - Time and Labor support that include timecard verification and completion.
 - Maintains proper records and filing structure.
 - Assists with organizational culture, events, and celebrations.
 - Maintains and updates organizational chart, calendar, and other organizational documents.
 - Keeps up to date with HR trends and best practices.

- Office Support (40%)
 - Order office and program supplies for organization.
 - Maintain orderly copy room and distributes mail daily.
 - Supports IT Manager with equipment checkout.
 - Maintain and troubleshoot office equipment as needed, including working with vendors to address any issues that arise.
 - Assist with facility management, including scheduling vendors and submitting invoices.
 - Organize receipts and submit credit card expenditures for administrative staff.
 - Supports program teams during events.

- Participate and contribute during team meetings, all-staff meetings, and other Bresee, collaborative partner or community meetings as requested.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

- Must have AA degree; Bachelor's degree from an accredited college or university preferred.
- Must have at least two years administrative experience.
- Be highly organized, with special attention to detail and accuracy.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Must have strong verbal and written communication skills in English.
- Must have demonstrated experience working with urban youth and families, sensitivity to multicultural issues, and comfort working in multicultural, urban environment.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must have good organizational and time management skills.
- Able to exercise good judgment, discretion, and confidentiality.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

FLSA Status: Non-Exempt, Regular Full-Time

COMPENSATION: \$19/hr.

BENEFITS: Bresee offers competitive Employee Benefits to our Regular Full Time Employees. We provide health insurance, dental insurance, voluntary vision plan, Employer Sponsored life insurance, Employee Assistance Program and Travel Assistance Program. We also provide generous PTO days that include paid holidays, vacation, sick pay, paid birthday holiday and much more.

TO APPLY: Submit a cover letter, resume, and writing sample (not to exceed 1 page) to jobs@bresee.org with the Subject Line: Human Resource and Office Assistant job opening.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.