



# Human Resources Assistant

Volunteer or Internship Position Description

## *Position & Responsibilities*

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### **Role Summary**

The Human Resources Assistant is responsible for assisting Tubman's Human Resources department with administrative office support and projects including meeting preparation, filing and office tasks, and researching topics related to employment.

### **Impact & Benefits**

- Complete office tasks that foster organization and efficiency within Tubman as a whole
- Gain administrative skills in the context of a nonprofit social service organization
- Gain hands-on experience in Human Resources, including exposure to business correspondence, legal compliance, and employee onboarding and management

### **Position Responsibilities**

- Support HR office by researching topics relating to employment law, including salary structures, state and federal laws, and best practices for organizational policies and procedures.
- Maintain client and employee confidentiality while completing data entry to organize and maintain employee files and HR data
- Filing, packet assembly, and providing additional administrative support

## *Qualifications & Expectations*

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### **Position Qualifications**

- Excellent organizational and communication skills, ability to maintain confidentiality
- Positive attitude, ability to navigate conflict
- Comfortable working with databases and general computer software (i.e. Microsoft Office)

### **Time Commitment & Availability**

- Weekday, daytime hours; 10-20 hours a week for a minimum of 4 months

### **Supervision & Training**

- Attend Tubman's five-part Volunteer/Intern Orientation and Training
- Supervised by the Human Resources Director

## *Organization*

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For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.