



Human Resources & Development Assistant

The Human Resources and Development Assistant is a member of the Finance department and reports to the Human Resources Director. This is a part-time, hourly (non- exempt) position. The Human Resources & Development Assistant shall further the mission of the Claggett Center through performing administrative tasks and services to support effective and efficient operations of the Claggett human resources and development departments.

1. HUMAN RESOURCES (80%)
 - a. Collaborate with department supervisors to recruit and hire for open positions and ensure that all recruitment processes are followed
 - b. Answer frequently asked questions from prospective and current employees relative to processes and policies
 - c. Organize and conduct new hire onboarding and orientation and process all employee terminations
 - d. Oversee and process benefits enrollment and act as a liaison between Claggett and external benefits and payroll providers, including medical, dental, retirement, and workers' compensation
 - e. Maintain compliant and accurate human resource files, records, and documentation, including documenting mandatory employee trainings and certifications
 - f. Maintain the integrity and confidentiality of human resource files and records
 - g. Process bi-weekly payroll, including answering employee questions, reviewing payroll, fixing processing errors, and providing payroll reports
 - h. Process and follow up on Workers' Compensation...
 - i. Respond to concerns and grievances from employees. Keep Co-Executive Director apprised of employee concerns.
 - j. Assist with the planning and execution of special events such as employee recognition events, holiday parties, and retirement celebrations.
2. DEVELOPMENT (20%)
 - a. Enter and maintain accurate donor records in collaboration with Diocese of Maryland development staff; prepare fundraising reports.
 - b. Process relevant donor communications and support bulk fundraising mailings.
 - c. Liaise with development volunteers to plan events and communicate campaign updates.
3. OTHER
 - a. Participate in appropriate staff meetings, training events, and leadership activities.
 - b. Fill in for or assist other Claggett Center departments as necessary; perform other duties as assigned.

Qualifications & Requirements

The ideal candidate will have 2-3 years of work experience in Human Resources. The candidate must have a high aptitude working with computers, databases, and spreadsheets, as well as working within the Google platform. Additional qualifications include the following:

1. High attention to detail in regards to data entry and process compliance
2. Courteous, approachable, and responsive demeanor when working with staff and the public.
3. Ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
4. Excellent written and verbal communication skills
5. Self-starter that can work both independently and collaboratively.
6. Dependable, professional behavior with a responsible work ethic.
7. Comfortable working in a faith-based community.
8. Reliable transportation.

Employment Terms

- Hourly rate: \$19 per hour
- Part-Time, Permanent Position
- Work hours will vary based on human resources and development needs (over the course of the year, total hours will average approximately 15 hours per week)
- Hybrid work scheduled, requiring one consistent day onsite per week with other work able to be completed remotely as needed
- Benefits include paid sick leave and holidays