



**Ravenswood Family Health Center**  
**Job Announcement**  
**Human Resources Assistant**

**Reports to:** Human Resources Manager  
**FLSA Code:** Non-Exempt

**POSITION SUMMARY:**

Under direct supervision, the Human Resources Assistant will provide overall HR and administrative support; be the first point of contact to the HR Department, coordinate volunteer recruitment, assist in coordinating staff events and serve on internal committees. This position involves the highest degree of confidentiality, the ability to prioritize and the ability to interact and communicate effectively internally and externally.

**DUTIES AND RESPONSIBILITIES:**

*To be conducted in accordance with all RFHC Policies and Procedures*

- Act as the first point of contact to the Human Resources Department at RFHC
- Assist with the full scope of the hiring process: placing ads, communicating with applicants, scheduling interviews, conducting phone screens, checking references
- Conduct new hire orientations
- Responsible for the recruitment, coordination and engagement of all volunteers
- Enter all volunteer information into the volunteer database Volgistics and generate reports as needed
- Serve as a point of contact for the yearly SPIN fellow initiatives:
- Assist with the annual Open Enrollment process
- Assist with all Leaves of Absences and Workers' Comp issues
- Maintain, with strictest confidentiality, all personnel files
- Create HR and Payroll Action forms and enter information into HRB system
- Coordinate CPR re-certifications and CERT courses
- Assist with all employee-related events
- Ability to think outside the box and find new and creative solutions
- Maintains professionalism under all circumstances
- Promotes an atmosphere of trust and cooperation
- Other duties as assigned and requested

**QUALIFICATIONS:**

- BA/BS Degree in Business Administration or Human Resources plus one year's experience in HR, **or** AA/AS Degree with two year's experience, **or** equivalent HR experience preferred.
- High degree of confidentiality and detail-orientation required
- Knowledge of Federal/State Labor Laws
- Familiarity with HR systems: ADP HRB
- Intermediate/Advanced knowledge of MS Office
- Excellent communicator in both writing and speaking
- Experience working with a multi-cultural and economically diverse population

Qualified applicants submit resumes to: [resumes@ravenswoodfhc.org](mailto:resumes@ravenswoodfhc.org)  
FAX: 650.321.8576