



# HR Administrative Assistant

Seattle, WA

Full time

columbialegal.org

## Who We Are

Columbia Legal Services is a civil legal aid organization that advances social, economic, and racial equity for people living in poverty. We hold government agencies, institutions, and other actors accountable to address the root causes of racism and their manifestation in unfair treatment and inequitable access to resources, power, and opportunities based on race. We focus on dismantling unfair systems of mass incarceration and immigration. We believe that communities should have a voice in the creation and implementation of the policies, laws, and legal systems that impact them.

We are committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourage applications from people of color, immigrants, people who have been affected by mass incarceration, and other underrepresented and historically marginalized groups. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, education, race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness.

## Position Summary

Columbia Legal Services seeks an **HR Administrative Assistant** in our Central Support Office to provide administrative support and coordination to our Organizational Management Team and Human Resources Department. This position is based in our Seattle office and reports to the Human Resources Director. Duties Include:

### Administrative Support (70%)

- Provide reception for Seattle office, including answering the phone, routing calls, and receiving guests and deliveries at the front door.
- Check and distribute mail and packages.
- Assist with filing and archiving for Central Support Office.
- Serve as point-of-contact for all staff with questions related to administrative procedures.
- Ensure that shared office spaces are organized and tidy, including reception area, hallways, conference rooms, copy rooms, and kitchens.
- Provide direct administrative support to the Human Resources Director, Controller, and Equity and Community Engagement Director including:
  - Calendar administration
  - Preparation of travel requests, requests for payment, and credit card reconciliation.
  - Administrative project assistance.
- Provide administrative support to the Operations Manager, IT Manager, and Tech Team as needed on special projects.
- Coordinate shared conference room reservations.
- Coordinate travel and training arrangements for 40-person staff.

### Human Resources Support (30%)

- Support the Human Resources and the Equity and Community Engagement Director in fostering a positive collaborative work environment that attracts, keeps, and motivates a diverse staff.

- Coordinate, with support from the Human Resources Director and hiring supervisors, the recruitment, interview, hiring, onboarding, and offboarding process for staff and volunteers, including interview administration, one-on-one onboarding trainings, and offboarding process.
- Take the lead on special projects to research and improve various aspects of CLS operations
- Assist with filing, maintenance of confidential files, and administration of the performance review process and employee engagement activities for our staff.
- Refine operational processes between Human Resources, Accounting, and Equity and facilitate interdepartmental communication and coordination through the participation in the Operations Table.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and others may be assigned.

## Qualifications

- The position requires excellent judgment and the ability to effectively solve problems and work independently.
- Commitment to racial, social, and economic justice.
- A minimum of one year of demonstrated proficiency working in a business environment, and engaging in general administrative work including email and letter correspondence and scheduling meetings and appointments.
- Comfortable with technology and excellent working knowledge and application of video conferencing solutions and the Microsoft Office365 Suite including experience with SharePoint and Microsoft Teams.
- Handle sensitive issues with integrity and confidentiality.
- Strong interpersonal skills and ability to build relationships with Board of Directors, staff, and visitors.
- Must handle issues with integrity and confidentiality, be patient and flexible,
- Coordinate multiple initiatives, events, and projects at the same time.
- Prioritize responsibilities and meet deadlines.
- Ability to travel occasionally and provide quarterly weekend support.

## Compensation

This full-time, non-exempt position is a confidential role and is not eligible for representation by Washington Legal Workers, our in-house labor union. Salary will be based on years of experience, and is expected to begin at \$38,207 annually for 1 year of experience. We also offer a competitive and comprehensive compensation package with generous paid time off for 15 paid holidays, between 15 - 21 paid vacation days, 12 sick days, and between 3 and 5 personal days each year, as well as paid parental and family medical leave benefits and a partially-paid sabbatical every 7 years. We pay 100% of employee premiums for excellent health, vision, and dental benefits plus 50% of the maximum out-of-pocket deductible and offer heavily subsidized family premiums. We also offer a 403(b) retirement benefit with employer contribution and a match, disability and life insurance, a subsidized transit pass, and an employee wellness program.

## To Apply

Send a resume in PDF format to [careers@columbialegal.org](mailto:careers@columbialegal.org). Please make **Administrative Assistant** your subject line. We accept applications on a rolling basis, with priority given to those received before July 6<sup>th</sup>, 2021. CLS will only contact you if we decide to pursue your application. If you need a reasonable accommodation for the application process, please contact the above email.