



Position: Human Resource Assistant
Department: Administration
Reports to: Human Resource Manager
Salary: Competitive Full-Time Compensation & Benefits Package

UVSO is seeking an HR Assistant to join our Human Resources department. A successful candidate will be proficient with HR technology and have exceptional organizational and clerical skills to support all human resource efforts and functions across the agency.

Essential Functions

- Maintain meticulously organized digital and physical files.
- Respond to various inquiries from internal and external stakeholders as needed
- Support the recruitment process.
- Organize events and logistics related to learning and staff development programs.
- Support all phases of the onboarding process by ensuring high-quality presentation and consistent relevance.
- Maintain updated human-resources policies and procedures.
- Coordinate recruitment events
- Coordinate staff engagement events and activities

Key Skills and Qualifications

- Bachelors degree from an accredited college or university in human resources or a related field
- Exceptional communication and interpersonal skills and an ethical mindset
- Ability to foster healthy employee relations
- Adept at problem-solving and conflict resolution
- Handle confidential matters with discretion
- Excellent analytic and organizational skills.
- High level of digital literacy
- Ability to effectively communicate with diverse stakeholders including religious groups, diverse cultures, parents, elder caregivers, staffers and youth.
- Must have valid United States Driver's License.