POSITION: HR ADMINISTRATIVE ASSISTANT (BILINGUAL ENGLISH/SPANISH REQUIRED, BILITERATE PREFERRED)

PROGRAM: COMMUNITY BRIDGES ADMINISTRATION

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

POSITION DESCRIPTION:
Under supervision by the HR manager, the HR administrative assistant performs a variety of independent office support functions in a large office setting. The incumbent supports program and management staff, provides administrative assistance to the HR department, and performs other related work as required.

DUTIES & RESPONSIBILITIES:

Human Resources and Agency Administrative Support:
- Acts as receptionist—greets and directs visitors, answers, screens, and directs phone calls, sorts and distributes incoming and outgoing mail, and assists other staff members with office-related tasks.
- Arrives on time each morning to open the agency site, including all HR-responsible entrees, and closes the site at the end of the day.
- Maintains the cleanliness and organization of the front office, workroom, and agency conference rooms. Maintains stock of all office supplies and other relevant materials and orders new supplies when necessary.
- Uses and maintains a variety of standard office equipment, including a postage meter, copy machine, VOIP phone system, typewriter, and calculator.
- Manages assignment and tracking of regular, agency-wide training, such as harassment prevention training.
- Regularly updates the organizational directory and distributes to all sites.
- Arranges and schedules meetings as directed for various members of the agency, including the Board of Directors and outside organizations. Moderates the scheduling of agency conference rooms on the Outlook calendar.
- Distributes payroll checks.
• Maintains a variety of records accurately, which may require making simple arithmetic calculations. Files materials according to an established filing system; retrieves files and creates new files as required.
• Assists in the preparation of a variety of periodic and special reports, which may require gathering data from several sources, compiling such data, and arranging it into an established format. Types correspondence, forms, schedules, minutes and a variety of other materials from rough drafts or brief notes.
• Completes income verifications, employment verifications, housing authority & disability claims, as needed, and other related requests in a timely manner; may also research information for unemployment claims, as needed.
• Assists and supports other HR staff in matters relating to the agency health care insurance policies or any other HR function as needed. Works with HR staff during employee benefit open enrollment periods, assisting employees in completing forms and assisting with related administrative tasks.
• Assists the Contracts & Facilities Coordinator with the coordination of facilities maintenance; performs routine office maintenance, including changing light bulbs and troubleshooting malfunctions in office equipment.
• Assists with oral and written translations for the agency, as needed.

Recruitment and Onboarding/Offboarding:

• In collaboration with hiring managers and HR staff, assists in the agency recruitment process for all programs. Advertises job postings, prepares interview materials, schedules interviews, corresponds with applicants, conducts criminal background checks, supports staff in the selection process, serves on interview panels as needed, and maintains accurate and confidential physical & electronic records related to each recruitment.
• Assists with new-hire orientations and paperwork when able or requested to.

Professional Conduct:

• Upholds and follows established policies on confidentiality, program integrity, computer security, and conflict of interest.
• Develops and maintains effective working relationships with other agency staff members and with representatives of outside organizations, including governmental and community organizations and others in regular contact with the agency.
• Communicates effectively and respectfully with people from diverse racial, ethnic and cultural groups and from different backgrounds and lifestyles, and demonstrates a knowledge of and sensitivity to their needs. Required to keep information in the HR department as highly confidential.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.
MINIMUM QUALIFICATIONS:

Required:
- Bachelor’s degree in a relevant field or equivalent experience
- Experience using standard computer programs such as Microsoft Word and Excel, Google suite, etc.
- Cultural competency and ability to communicate clearly and succinctly in English, orally and in writing
- Experience in and ability to independently organize and manage work to complete assignments accurately and on deadline
- Ability to provide excellent customer service
- Interpersonal skills to work collaboratively and effectively with people from diverse backgrounds
- Ability to analyze information, draw conclusions, and recommend solutions
- Bilingual English/Spanish

Preferred:
- Knowledge of standard office practices and procedures, including answering the telephone, record keeping, and the use of standard office equipment
- Experience in human resources
- Bi-literate English/Spanish

OTHER REQUIREMENTS:
- Must be able to work at a computer for full workdays; some routine lifting and reaching requirements.
- Must have a valid CA Driver’s License for work-related tasks as needed, have access to drive a motor vehicle incidental to this performance of the work and be insured.
- Must pass a criminal background screening.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place. Candidates are encouraged to apply even if they are not sure that they meet the minimum qualifications. Relevant experience, knowledge, and skills may be obtained through a wide variety of traditional and non-traditional means consistent with funding regulation requirements.

RATE OF PAY AND HOURS:
- This is a confidential, non-exempt, 40 hr/wk position.
- The position will be offered at $18.69-$20.55/ hour depending on education and experience (plus a .40/.10 per hour bilingual/biliterate differential after passing a test administered by the HR department).
- Typical hours of work will be Monday-Friday, between 9am and 5pm.
- Regular onsite attendance is required of this position.
BENEFITS:
- For employee: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at $9,485.04/year
- First year: 16 vacation days and 10 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

TO APPLY:
- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 200.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The Community Bridges general application may be downloaded at: https://communitybridges.org/employment
- If applicable, please submit any college transcripts (official or unofficial), licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.
Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.