



HUMAN RESOURCE ASSISTANT

Who We Are and What We Do: Through training and mentorship, we empower community members to stand up for children in foster care who have experienced abuse and neglect and champion their best interests in court. We dedicate our resources to recruiting, training, and supporting volunteers in order to provide quality advocacy to as many children as we can.

CASA for Children supports more than 500 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected and abandoned children under the protection of the Juvenile Dependency Court. This year 920 children will benefit from their tireless and tenacious work.

We are in search of dynamic, thoughtful, and persistent individuals who are passionate about changing the lives of children. Ideal candidates will understand the importance of family as well as the impact of trauma. They share our DEI journey through personal learning and have the willingness to support CASA for Children's equity commitments.

**CASA is actively seeking to diversify our Staff
Individuals who represent BIPOC communities are encouraged to apply**

Where You Will Work: *This is an in-office position with flexibility for some remote work hours after 3 months of employment, and with approval from direct report. (Including orientation and onboarding).*

CASA for Children – Multnomah County Office
1401 NE 68th Street
Portland, Oregon 97213

Who You Will Report To: HR & Equity Director

Position Type: Part-time, .50 FTE, (hourly) Employee

Position Description: The Human Resource Assistant is responsible for performing HR- related administrative support of the day-to-day human resource duties on a professional level. The Human Resource Assistant is directly supervised by the HR & Equity Director. This position carries out comprehensive responsibilities in the following functional areas: recruitment/employment, onboarding, benefits, and equity.

Responsibilities include:**HR:**

- Recruitment/Employment
 - Assists with job postings, hiring responses and interview scheduling
 - Prepares new employee on-boarding orientation schedules and materials
 - Manages Applicants folders.

- Assist in the day to day operations of the HR Department; including managing personnel folders.

- Assist with the recruiting and on boarding process, including reviewing benefits with new hires.

- Assist with the annual open enrollment communications and election process.

EQUITY:

- Assist with the organization's equity work plan. Help facilitate the Diversity, Equity & Inclusion (DEI) Committee(s).

- Help administer HR policies, procedures, and systems, related to DEI in organization. Assist with the implementation of DEI resources; such as the CASA Resource Hub.

- Assist HR & Equity Director with providing reporting on DEI, HR activities and progress across the organization, including staff, leadership, and board meetings.

QUALIFICATIONS:

- 3+ years' experience as a Human Resources Generalist or equivalent experience managing components of this position's responsibilities: recruitment/employment, onboarding, benefits, and equity.

- Strong interpersonal, communication, follow-up, problem solving and creative thinking skills.

- Excellent organizational skills, ability to multi-task with attention to detail.

- Proficient with Microsoft Office Suite, Google Suite as well as, the ability to leverage technology to enhance HR processes and efficiency.

- Experience and the ability to work independently AND as a member of a team.

- High level of discretion with confidential material.

Things You Will Need:

- Successfully complete criminal justice and ODHS abuse registry background checks (*Note: CASA evaluates the results of each background check on a case-by-case for context and relevance to this job.*)
- Proof of U.S. residency
- Complete CASA's "Knowing Who You Are" anti-bias, cultural competency training in your first six months of employment

Your Salary and Compensation: This position starts at \$30 hourly, with experience and **an additional annual earnings benefit stipend of ~\$3,444.**

Special Perks: Include a generous annual ~ 80 hours paid time off policy (PTO) that's awarded upon hire. We have a PTO year-end holiday schedule to help with work/life balance for a total of 19 holidays given annually.

How You Can Apply: Send your resume and cover letter to jobs@casahelpskids.org : noting **HR Assistant**. Applications are reviewed as received so apply early for the best consideration. This position will remain open until filled, but if an ideal candidate is found, the position may close earlier. We prefer not to receive phone inquiries.