

## COMMUNITY FIRST FUND TEAM MEMBER PROFILE

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Date: 09/2021

Name: Vacant

Position/Title: Human Resources Associate

Department: Human Resources      Reports To: Human Resources Manager

Salary Band: Core Operations

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### CHARACTERISTICS

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- Organized/ Efficient
- Approachable
- Analytical
- Independent/ Self-motivated
- Positive attitude
- Ethical
- Goal Oriented
- Honest
- Truthful
- Conscientious
- Self-starter
- Self-awareness
- Learning mindset
- Performs well in a fast paced work environment
- Supportive
- Curious
- Creative
- Trustworthy

### SKILLS

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- Proficiency in Microsoft Products with a focus on Outlook, Word, Excel, and TEAMS.
- Capacity to learn departmental software systems and databases, including but not limited to Human Resources Information Systems.
- The ability to maintain a high degree of accuracy and attention to detail.
- The ability to maintain a high degree of confidentiality.
- Ability to work independently.
- Strong written and verbal communication skills.
- Strong analytical skills.
- Ability to work effectively with racially and socially diverse individuals.

### EXPERIENCE

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- 2+ years in human resources management
  - Bachelor's degree or commensurate experience in business, accounting, or data related fields.
  - Generalist knowledge of all human resource functions
  - SHRM certification preferred
  - Spanish speaking preferred
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**ROLE:** The Human Resources Associate will provide assistance and support to the human resource functions at Community First Fund. The HR Associate will provide routine maintenance in specifically identified areas and follow established process in specific areas of responsibility.

**RESPONSIBILITIES:**

1. Recruitment
2. Talent Management
3. Benefits Administration
4. General Human Resource Duties
5. Individual, Team and Company Participation

**EXPECTATIONS:**

1. **Recruitment**
  - a. Develop job posting and place on identified recruitment sources
  - b. Monitor applications and prepare schedules for phone interviews
  - c. Prepare documentation and schedule second interviews for hiring supervisor
  - d. Manage orientation, introductory plans, and schedule trainings for new employees
  - e. Prepare required documents for clearances, drug testing, & credit reporting
2. **Talent Management**
  - a. Maintain and update team member profiles
  - b. Assist supervisors in the annual review process setting up coaching appointments and monitoring completion of forms
  - c. Oversee a program of employee engagement including the FUN committee and budgeted social events
3. **Benefits Administration**
  - a. Assist in the scheduling and management of open enrollment
  - b. Respond to employee inquiries
  - c. Manage the monthly census including enrollment and termination of benefits
  - d. Manage the COBRA process
  - e. Review and approve invoices for the finance department
4. **General Human Resource Duties**
  - a. Maintain personnel folders
  - b. Enter Team Suite data as directed
  - c. Assist in the management of Team Suite help
  - d. Assist in the management of Team Suite functions specific to payroll and HR actions
  - e. Assist with specific staff training and meetings including Opportunities Meeting, Annual Staff Retreat, Leadership Trainings, and others as directed
5. **Individual, Team & Company Participation**
  - a. Quarterly Coaching Sessions and Annual Review Meeting
  - b. Department Meetings
  - c. Opportunities Meeting, Quarterly Business Meeting
  - d. Participate in training, assessments and surveys as directed
  - e. Special Events Attendance & Support

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk and hear.
- The employee is occasionally required to move about the office; use hands and fingers to feel, handle, or operate office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work is performed primarily in an office or client business setting. The noise level in the work environment is moderate.
- Travel in a wide geographic area is required approximately 35% of the time. Employee must have transportation to travel outside of the office for meetings, conferences, client visits and other job-related commitments.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The team member profile does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*