



3800 Coolidge Avenue ♦ Oakland, California 94602-3399 ♦ 510-482-2244

A century of serving children

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT: Full-time
3800 Coolidge Ave, Oakland, CA 94602

Who we are:

For more than a century, Fred Finch Youth Center has served youth and their families in the East Bay. Today we also serve communities on the peninsula, in Solano County and San Diego County. Our clients include children, adolescents, and young adults who face varied and often multiple challenges. Many are transitioning from foster care into the adult world. Many have an emotional disturbance or mental illness. Some have both a mental illness and a developmental disability. All are economically impoverished. Most have experienced, abuse, neglect, trauma or lack of adequate health care or educational resources. To enhance the strengths and assist with the challenges of each individual, we provide a wide variety of services in several types of settings: specialty residential treatment; special education; vocational services; transitional housing; individual, group and family therapy and counseling. Services are provided in the community, in schools, in homes and at our sites.

Position Summary:

Supports the Human Resources Department in all aspects of providing Human Resources services to various organizational programs as needed. Specific responsibilities include: file management (both electronic and hard copy), HRIS system maintenance/data entry/report writing, conducts New Hire Orientation, documentation processing support, recruitment/training/payroll clerical support, special projects and related administrative duties.

Requirements:

1. AA degree or prior work experience in Human Resources required; BA preferred.
2. Proficiency with MS Office Suite: Word, Excel, and Access.
3. Organizational skills and ability to self-direct.
4. Ability to present a professional demeanor and to work well under pressure.
5. Ability to maintain confidentiality at all times.
6. Ability to react to change productively and handle other essential tasks as assigned.
7. Non profit experiences a plus.

How to Apply:

Please apply to this link: <https://home.eease.com/recruit/?id=471199>

NO FAXES OR EMAILS, PLEASE!

Compensation:

Starting hourly rate: **\$14.75** or more depending on experience (DOE), PLUS GENEROUS FULL BENEFITS - to include medical, dental, vision, retirement / 401(k) plan, paid life insurance, employee assistance program, flexible spending account, and supplemental insurance.

EEO/AA

FFYC is proud to be an equal opportunity employer; all applicants will be given full consideration under state, local, and federal law.

Visit our website at www.fredfinch.org. This is at a non-profit organization. No relocation assistance available.