



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## **JOB OPENING**

**POSITION TITLE:** Human Resources Administrative Assistant  
**REPORTS TO:** Human Resources Manager  
**STATUS:** Non-Exempt Regular Part Time (20 hours per week)  
**SALARY:** \$25.00 to \$27.00 per hour

### **SUMMARY:**

The Human Resources Administrator is a highly organized and process driven individual with a passion for supporting diverse working groups. The HR Admin will assist in all HR functions including recruiting, onboarding, employee file management, and benefits administration. The HR Admin will have excellent communication skills, proficiency in HRIS software, and be able to maintain strict confidentiality. They play a critical role in ensuring the accuracy, completeness, and security of employee records, and files.

### **ABOUT REWA:**

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

## **RESPONSIBILITIES:**

- Coordinate scheduling for interviews, onboarding, and cross-functional meetings.
- Maintain accurate and up-to-date employee records in the HRIS system.
- Ensure compliance for all employee records, including personnel files, benefit records, and payroll records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Ensure compliance with legal and regulatory requirements, including data protection laws, retention policies, and privacy regulations.
- Develop and maintain filing systems and processes to ensure timely and efficient retrieval of employee records and information.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Performing general administrative duties, such as filing, scanning, and data entry.
- Process and track employee requests such as employment verification, and leave of absence.
- Complete attendance reporting and support payroll and scheduling adjustments.
- Support in managing the LMS development plans and execution, providing continued training and education pathways to all staff members within the organization.
- Assist with the administration of HR policies and procedures.
- Assist with other HR-related tasks and projects as needed.

## **MINIMUM QUALIFICATIONS:**

- AA in business, Human Resources, or a related field.
- 1+ years of experience working in Human Resources.
- Knowledge of HR laws and regulations.
- Strong attention to detail skills.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office and HRIS software.
- Ability to maintain strict confidentiality and handle sensitive information with discretion.
- Excellent problem-solving skills and ability work independently.

**BENEFITS:** Medical insurance, dental insurance, life insurance; Long Term Disability; 403(b) retirement savings plan; paid vacation, holidays, and sick leave

## **TO APPLY:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_000001&type=JS&lang=en_US)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

### **BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check.

### **CLOSING DATE:**

Open until filled

### **EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.