



*The Alliance is an Equal Opportunity Employer.
Visit our website at: allianceforthebay.org*

Position Announcement: **Human Resources Assistant**

About the Alliance:

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

Job Description: The HR Assistant provides support to the Alliance's Human Resources function, under the direction of the HR Administrator. This position is advertised as part-time salaried, 20 hours per week.

Specific Duties of the Position:

- Provide clerical support to the HR Department including maintaining digital files, updating HRIS, and managing HR related intranet content.
- Assist in organizing and enhancing the efficiency of the HR departments operations.
- Maintain accurate and up-to-date information in our HRIS system ensuring data integrity and confidentiality.
- Assist with managing the administrative functions of the recruiting process such as, posting job openings on platforms, collecting resumes for review, and other administrative steps in the recruitment and hiring process.
- Assist in ensuring a smooth transition for new hires and departing employees.
- Other administrative support, as assigned.

Qualifications & Experience:

- Experience in a Human Resources, office admin, or a similar professional role is a plus.
- Basic knowledge of HR principles.
- Ability to maintain strict privacy and confidentiality of sensitive employee information.
- Strong attention to detail.
- Excellent customer service and interpersonal skills
- Must be able to effectively manage, organize and prioritize tasks and meet deadlines.
- Experience with HRIS systems is a plus. Experience with Google workspace is a plus.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. If you meet more than 75% of the qualifications of this description, we encourage you to submit an application.

Supervision: This position reports directly to the HR Administrator

Hours and Location: The HR Assistant is a part-time position, 20 hours per week. An established workweek schedule will be agreed upon between the successful applicant and the HR Administrator, within the hours of 8AM-6PM, Monday through Friday. The position is based out of the Alliance's Annapolis office, though predominantly remote applicants will be considered.

Salary: \$23,000-\$25,200 annual salary. Competitive benefits available (health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, vacation, sick, and holiday and other leave, and more).

Application: The information listed below should be emailed to careers@allianceforthebay.org no later than **Sunday, November 3, 2024**. Indicate Human Resources Assistant in the email subject line. No telephone inquiries, please.

- Your resume, and a cover letter with a written response to the following prompts:
 - How do your skills and experience align with the specific requirements of this HR support position?
 - Can you describe a time when you had to handle a sensitive or confidential situation in a professional manner? *Please omit any identifying information.*
- A list of 2 professional references and their contact information.