Title: Human Resources Assistant  
Salary Range: $20 per hour & full benefits  
Reports to: Director of Human Resources  

Organization Overview:  
Empowerment Plan is a Detroit-based nonprofit organization focused on breaking the cycle of generational poverty and homelessness through employment. By pairing full-time employment with a wide range of supportive services, Empowerment Plan has helped dozens of individuals achieve financial stability and independence for the whole family. Empowerment Plan’s holistic approach addresses everything from housing and childcare to transportation, education and more. EP has built a promising model that not only works but is also poised to grow.  

Position Summary:  
The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization’s human resource department.  

Essential Duties & Responsibilities:  
● Maintains accurate and up-to-date human resource files, records, and documentation.  
● Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to the HR Director.  
● Maintains the integrity and confidentiality of human resource conversations, files and records.  
● Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.  
● Provides clerical support to the HR Director.  
● Maintains up-to-date list of shelters and community partner list.  
● Assist with payroll functions including processing, updating employee information, answering employee questions, informs HR Director of processing errors, and distributing checks.  
● Conducts or assists with interviews and new hire orientation.  
● Assists with planning and execution of special events such as benefits enrollment, team meetings, employee recognition events, and team celebrations.  
● Reconciles monthly invoices, documents discrepancies and recommends solutions to the HR Director.  
● Compiles and completes letters, correspondence and verifications of employment as needed.  
● Other duties as assigned
**Required Qualifications**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office and Google Suites.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
- Two years of HR administrative assistant experience preferred.
- Associates degree in a related field preferred.
- Prior related office experience preferred.
- Interest in and passion for the mission of the Empowerment Plan.

Empowerment Plan is an equal opportunity employer