



Position: Human Resources Assistant
Organization: After-School All-Stars
Location: Los Angeles, CA
Report to: Sr. Director of Talent Development and HR

Organization Background:

Founded in 1992, [After-School All-Stars](#) is a national non-profit organization which provides free, daily afterschool programs to nearly 72,000 children in need on over 300 school sites in 19 chapters across the U.S. We work to address the most prevalent and pressing issues facing our youth, striving to ensure ASAS participants are safe and healthy, graduate from high school and go on to college, find a career that they love, and give back to the community.

A Unique Opportunity:

ASAS seeks an HR Assistant for a dynamic team. The HR Assistant will support the Human Resource team with recruitment, talent development, onboarding, risk management, compliance, and HR policy.

Specific Responsibilities:

- Use Human Capital Management System (HCMS) to carry out HR functions of the organization, including employee onboarding and exiting
- Manage confidential employee personnel data including wages, benefits, paid time off.
- Process all data related to new hires and terminations including comprehensive background checks for all employees
- Provide payroll and time keeping assistance as necessary
- Calculate wages, overtime, benefit deductions, garnishments, taxes, etc. as needed to ensure compliance with federal, state, and local laws
- Calculate and maintain records of benefits costs
- Process employee benefits paperwork in a timely manner (health, dental, vision, 403(b), etc.)
- Respond to and solve employee payroll, benefits, issues or inquiries in a timely, consistent, and customer service-oriented fashion
- Train operations and program personnel in HR functions including hiring practices, safety and labor compliance, and onboarding and exiting personnel
- Support the recruitment and selection process, including HCMS management, filing, coordinating with candidates
- Provide support for onboarding, exiting and training of new employees
- Ad hoc HR support as needed

Who should apply?

The HR Assistant will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive.

- A minimum of 2 years of Operations/HR experience
- Recruiting, payroll, and/or benefits administration a plus
- Ability to maintain a high level of confidentiality
- Experience with local, state, & federal wage & hour compliance (such as overtime, meal/rest periods)

- Experience with Human Capital Management Systems, including payroll processing and time & attendance systems
- Proficiency with Office 365 suite of products
- Ability to work under time constraints and meet deadlines
- Strong attention to detail and superior organization and customer service skills

Salary and Benefits:

The salary range for this position is \$18-20 and commensurate with qualifications and experience of the individual candidate. This is a full-time non-exempt position. ASAS offers competitive benefits including, but not limited to 18 days of paid time off, 15 paid holidays, flex time, health, dental, vision, and an employer match for our 403(b) plan.

How to apply:

Please submit a resume and cover letter via e-mail to: asajobs@afterschoolallstars.org. Your cover letter should be in PDF format, addressed to the Sr. Director of Talent Development, and indicate how your experience is in direct alignment with the mission and vision of [After-School All-Stars](#).

Please put "HR Assistant" and your last name in the subject heading.