



Position: Recruiting Assistant
Organization: After School All-Stars
Location: Los Angeles, CA

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

A UNIQUE OPPORTUNITY:

After-School All-Stars is currently seeking a driven, proactive Recruiting Assistant (RA) support the Human Resource team, based in the National Headquarters in Los Angeles, CA. The Recruiting Assistant will assist in the recruiting and onboarding process for our new full-time hires.

SPECIFIC RESPONSIBILITIES:

Recruitment

- Assist in sourcing, screening and presenting candidates based on position requirements
- Learn and optimize creative sourcing tools and recruitment network, including LinkedIn Recruiter and Sage People (a human capital management system)
- Ensure applicants have a high-quality interview process

Onboarding

- Organize processes, protocols, templates and tools for onboarding staff
- Assist in creating and scheduling onboarding plans for newly hired employees
- Ensure new employees have an informative, welcoming and effective onboarding process
- Additional HR related responsibilities as needed

Administration and Office Support

- Serve as receptionist for the LA headquarters office
- Front office support
- Coordinate mail and shipping: posting, processing and dropping off of mail and/or UPS and FedEx; maintain mail and shipping supplies

WHO SHOULD APPLY?

The Recruiting Assistant will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is required. The successful candidate will be extremely organized and detail oriented, have strong communication and collaboration skills, excellent writing skills, and be capable of multi-tasking and juggling multiple priorities and deadlines.

A minimum of 1-2 years in a similar role is required (nonprofit, university or an entrepreneurial organization.) The Recruiting Assistant must demonstrate a high level of professionalism and discretion, as the assistant has access to sensitive organizational information. Candidates should have a desire to demonstrate exceptional skills in a high level, high profile position.

SALARY AND BENEFITS:

The salary range for this position is \$18-20 per hour 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) plans.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.



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HOW TO APPLY FOR THE RECRUITING ASSISTANT ROLE:

Please submit a **resume and cover** letter via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format, addressed to the Senior Director of Talent Development, and indicate how your experience is relevant to this role with [After-School All-Stars](#). Please put "Recruiting Assistant" and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org