

**Human Resources Assistant
Legal Aid of Western Michigan
Grand Rapids**

Position: Legal Aid of Western Michigan (LAWM) has a position open for a Human Resources Assistant at its administrative office in Grand Rapids. This is expected to be a 30/hour per week position with all hours worked Monday through Friday between the hours of 8:30am to 5:00pm.

Description of Program: We are a nonprofit law firm. We deliver free, high-quality legal help to people who live in or near poverty. Clients come to us when civil (non-criminal) legal problems threaten their lives and livelihoods. Some of our clients:

- face evictions or foreclosures on their homes
- seek safety from domestic violence
- pursue access to public benefits that ensure healthcare, food- and income-security

We serve 17 West Michigan counties from five offices: Grand Rapids, Kalamazoo, Muskegon, Holland and St. Joseph.

Duties: The Human Resources Assistant performs several functions, including but not limited to:

- Managing the posting of open positions, correspondence with job applicants and scheduling/logistics for interviews
- Maintaining time records, annual leave logs and sick leave logs
- Preparing payroll
- Processing requests and maintaining records regarding 403b, QTP, FSA and HSA
- Maintaining personnel files
- Correspondence and tracking related to staff training
- Handling logistics for staff training and wellness activities
- Managing annual staff evaluation process

Qualifications: The ideal candidate will possess:

- A Bachelor's degree
- Three years of human resources experience
- Proficiency in Microsoft Excel
- The ability to work independently and as part of a team
- The ability to maintain strict confidentiality
- Outstanding organizational skills and attention to detail
- A positive attitude
- A desire to work with a non-profit and/or an interest in social justice

Salary/Benefits: From \$30,400 depending on experience. We believe in work/life balance. Our staff members enjoy an excellent fringe benefit package including generous paid time off, a retirement plan and a flex benefit account.

LAWM IS AN EQUAL OPPORTUNITY EMPLOYER. We believe in diversity, equity and inclusion as core principles driving our staff recruiting and our mission.

TO APPLY, send resume and cover letter **no later than December 14, 2021**
to Executive Assistant, Julia Smith, at jcsmith@lawestmi.org