



Legal Aid of Western Michigan (LAWM) is seeking a driven and motivated HR Assistant to join our team of passionate, mission-driven individuals!

At LAWM, our core mission is **to protect rights, challenge injustice, and fight poverty through free legal advocacy for people and families**. Supporting our people at every level of the organization as they work diligently to uphold our mission is vital, and we're on the hunt for an HR Assistant who will play an essential role in that support.

The HR Assistant, under the supervision of the Director of HR, is primarily responsible for providing support to the human resources functions at LAWM. They perform or assist with various duties including payroll, timekeeping, benefits administration, recruitment and hiring, compliance, and other administrative tasks. They collaborate regularly with all LAWM team members and perform other clerical duties as needed.

Our ideal HR Assistant will have at least one year of experience in a professional administrative role. Bonus points if you've worked in a legal or professional services setting! We'd also love to have a candidate with at least one year of payroll processing experience, though not necessarily required. The right person for this role will be highly detail-oriented and organized, and most importantly, they'll be compassionate, kind, and empathetic towards others.

If this all sounds like a good fit for you, we'd love for you to apply!! And if you need any accommodations throughout the application or hiring process, definitely let us know!

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

Here's a sampling of what the HR Assistant will be responsible for:

- Payroll processing
- Timekeeping & time off tracking
- Assisting with Benefits administration
- Maintaining personnel files and staff rosters
- Assisting with recruitment and hiring process, as well as onboarding & offboarding processes
- Helping to facilitate the internship program
- Assisting with talent management, such as professional development initiatives and the performance evaluation process
- Occasional Travel to other offices for in-person meetings and activities
- Adherence to LAWM program priorities and maintaining the highest professional and ethical standards
- Regular, predictable attendance and adherence to your approved work schedule
- Performing other duties as assigned

The ideal HR Assistant will have the following Education & Experience:

- We definitely need you to have:

- Associate's degree in HR or a related field OR equivalent professional experience
- At least 1 year of experience in a professional HR-related role

- It would be great if you had:
 - Bachelor's degree in HR or a related field
 - HR Certification
 - At least 1 year of payroll processing experience
 - Experience with a payroll/HRM platform
 - At least 1 year of benefits administration experience

We need our HR Assistant to possess these Skills & Knowledge:

- Empathy, compassion, and kindness
- Highly detail-oriented
- Demonstrated high proficiency with Microsoft Excel
- Knowledge of benefits administration processes and procedures
- Familiarity with human resource management systems and/or payroll processing platforms
- Self-motivated, takes initiative, and is able to prioritize workload
- Ability to articulate information and concepts calmly and clearly
- Excellent written and verbal communication skills
- Basic computer skills, proficiency with Microsoft office programs
- Strong organizational skills and ability to manage competing deadlines and a variety of tasks
- Ability to perform complex tasks requiring independent knowledge and its application to non-routine situations
- Demonstrated skill with socio-economic and cultural sensitivity, and a commitment to providing access to justice for underserved individuals

And last, but definitely not least... Salary and BENEFITS!

Salary: \$42,500, DOE

For our full-time employees, LAWMM offers medical, dental, and vision insurance, as well as life and AD&D coverage and short-term and long-term disability. For all staff, we offer a generous amount of paid vacation and sick time, and thirteen paid holidays every year. We also have some great perks! These include a snack bar, a parking & transportation pre-tax program, and weekly Wednesday Trivia!

Oh, and HR said we had to include this section about the Workplace & Environment:

Physical Demands

The physical demands described here are representative of those that must be met by a LAWMM teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer, telephone, and keyboard.
- Specific vision abilities required by this job include close vision requirements due to computer work.

- Light to moderate lifting may be required.
- Ability to transport oneself and be physically present for offsite activities that require in-person attendance required.

Work Environment

The work environment characteristics described here are representative of those a LAWMM teammate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate noise (i.e., business office with computers, phone, and printers, light foot traffic and conversation)
- Work performed in a defined area, such as an office, cubicle, or approved remote workstation
- Exposure to dust and fluctuation in inside temperatures

Made it all the way to the end? Way to go! We appreciate your stick-to-itiveness and think you should definitely apply! Please send your resume and (optional) cover letter to our HR Team at careers@lawestmi.org.

Thanks!