



Human Resources Assistant – Santa Barbara

The Position:

We are looking to expand our Human Resources team at Family Service Agency! The Human Resources Assistant will join the HR Supervisor and HR Associate in providing a wide range of functions of a highly confidential nature, helping organize, coordinate, and carry out all human resource and payroll related projects and processes for FSA. The HR Assistant also helps maintain positive employee relations and works to ensure employee satisfaction through education of HR policies and by fostering a positive work environment. The HR Assistant should be highly organized, detail oriented, and also personable and approachable.

Familiarity with HR and payroll practices is a plus, but not required – we are open to training the right candidate. We are looking for someone who has a passion for learning and a desire to contribute to a vibrant nonprofit committed to serving the individuals and families of Santa Barbara County.

Sample of Duties and Responsibilities:

- Provide primary back-up support to the front desk. Greet clients, public, and staff, and provide information and direction as needed.
- Maintain HR filing system and the facilitation of proper purging of files.
- Engage with staff and assist in facilitation of employment and onboarding processes, from recruitment and hiring to termination. Includes new hire orientation, benefits administration, and maintaining timekeeping and payroll systems.
- Assist with developing and maintaining recruitment strategies as necessary, involving research and networking efforts.
- Assist in creation and development of HR related data reports for various FSA programs as needed.
- Organize and coordinate FSA trainings or workshops as needed.

Employment Standards:

- B.A./B.S. degree preferred. Associate's and/or work experience strongly considered in lieu of Bachelor's degree.
- Must be highly skilled in writing, editing, proofreading, word processing, and database management.
- Must demonstrate attention to detail and strong organizational skills.
- Excellent analytical, computer, written, and verbal communication skills required.
- A professional attitude, good judgement, and the ability to work as part of a team are required.
- The proven ability to handle sensitive and confidential information is required.
- Experience working with quantitative data preferred.
- Bilingual (English/Spanish) preferred.
- Valid California Driver License, vehicle insurance, and reliable transportation required for travel to offices county-wide.

Classification, Hours and Pay Rate:

- This position is full-time, non-exempt, with benefits. (Benefits include: medical, dental, vision, life insurance, and 403(b) retirement plan. Generous holiday, vacation, and sick leave available.)
- Pay is dependent on experience.

Family Service Agency (FSA) has long been regarded as one of Santa Barbara County's most reliable and effective nonprofit human service organizations. Our mission is to strengthen and advocate for families and individuals of all ages and diversities, helping to create and preserve a healthy community. We are committed to providing services where they are needed most: in the community. Eighty percent of our services are delivered on school campuses, at community centers and in clients' homes. Our programs, which serve more than 25,000 people annually, combine clinical expertise, bilingual and bicultural staff, and close collaboration with other agencies. At FSA, all services are provided free or on a sliding fee/donation scale and no one is denied assistance because of an inability to pay.

To apply for this position, it is **required** that you submit both a cover letter and resume. Please reply to this ad, and/or you may also send your materials to:

Family Service Agency
Attention: HR
123 West Gutierrez St.
Santa Barbara, CA 93101
hr@fsacares.org