



## **JOB OPPORTUNITY: Temporary Human Resources Assistant**

GrowNYC

100 Gold Street, Suite 3300, New York, NY 10038

Fax: 212-788-7913;

### **Organization Information:**

For nearly 50 years, GrowNYC has been transforming communities throughout the five boroughs by giving New Yorkers the tools and resources they need to make our city cleaner, healthier, and more sustainable. Whether it's operating the world-famous Union Square Greenmarket, building a new community garden, teaching young people about the environment, or increasing recycling rates through education, GrowNYC is hard at work in your neighborhood. GrowNYC is a privately-funded 501(c)(3) not-for-profit organization.

### **Temporary Human Resources Assistant**

Reporting directly to the Human Resources (HR) Director, the HR Assistant will provide administrative, and clerical services in support of GrowNYC HR activities. The ideal fit for the role will be someone who is highly responsible, detail oriented, and able to work autonomously. The responsibilities of the job include (but are not limited to):

- Onboarding: screen potential candidates, schedule interviews, communicate with applicants, and help with new hire orientation
- Administrative tasks such as performing background checks, filing paperwork, completing employee documentation, recording data on each current employee; maintaining and filing paperwork of terminated or exiting employees.
- May help in payroll preparation when needed.
- General assistance for the Accounting and Development Department – pulling back documentation for grants, invoices, etc.

### **Skills Required**

- Ability to maintain confidentiality is crucial
- Excellent time management and organizational skills with the ability to juggle multiple tasks at once without missing deadlines
- Ability to work independently and prioritize duties during times of competing agendas
- Motivated self-starter who can identify problems and create systems to solve them
- Attention to detail
- Proficient with Microsoft Office programs, especially Excel. Knowledge of Paylocity and QuickBooks is useful but not required.

**Position Details:** This is a temporary position (April-August) Up to 28 hours/week. Compensation is \$18/hour and includes statutory benefits

**To Apply:** Submit cover letter, resume and three references to Fatumah Waggeh, [fwaggeh@grownyc.org](mailto:fwaggeh@grownyc.org), by close of business on March 15, 2019. Combine all submissions into one PDF and write "Temp HR Assistant" in the subject line.

**GrowNYC is an Equal Opportunity Employer.** All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation