

# EL CENTRO de la RAZA

## JOB SUMMARY

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### GENERAL INFORMATION

**Position Title:** EXECUTIVE OFFICE AND HR CLERK

**Pay Status:** Executive \_\_\_\_\_ Management \_\_\_\_\_ Staff  X   
Contract \_\_\_\_\_ Exempt \_\_\_\_\_ Non-Exempt  X

**Pay Rate:** \$20.00/hour

**Reports to:** Executive Assistant

**Date Summary Established:** 1/21

**Last Revision Date:** 1/21

**Written by:** Human Resources Administrator

**Approved by:** Executive Director

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### VALUES STATEMENT

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States.

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### POSITION SUMMARY

The Executive Office and HR Clerk provides administrative support to the Executive Assistant and the Human Resources Administrator. The position is full time 40 hours per week providing 20 hours per week of assistance to the Executive Assistant, and 20 hours per week of assistance to the Human Resources Administrator.

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### ESSENTIAL FUNCTIONS

#### Executive Assistant functions:

- Provides administrative support to the Executive Assistant by handling routine correspondence, phone calls, retrieving mail from the central office.
- Organizes prep/cleanup of charlas, leadership, as well as other meetings and lunches, including organizing for monthly birthdays at charlas.
- Supports the marketing efforts and campaigns for El Centro de la Raza incorporating the organization's social media pages. Maintains and updates media directory.
- Maintains the checkout form for the Executive Office keys and the organizational technology chart.
- Assists with Executive Office programs and special projects.

- Completes clerical and routine projects as assigned, includes writing and translating documents.
- Performs other duties and responsibilities as assigned.

#### **HR Clerk functions:**

- Assists with job postings, including maintaining the job posting tracking system and a social media job posting plan. Assists with outreach and building networks for recruitment.
- Assists with reference check phone calls.
- Assists with HR filing, sets up new employee files, closes out terminated employee files, and ensures employee files are up to date. Maintains other filing systems housed in the HR department including OSHA, FMLA and other medical documentation, insurance files and other file systems.
- Prepares new employee orientation packets and benefits information packets.
- Assists with HR/fiscal reconciliation projects including 401(k) audit, vacation accrual etc.
- Assists with ADP improvement projects including integration.
- Assists with Employee Appreciation events.
- Other duties and responsibilities as assigned.

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#### **MEASURABLE STANDARDS**

- Must perform in a professional manner at all times, maintain confidences, and handle highly confidential materials.
- Must possess strong customer service skills
- Must possess strong writing skills.
- Must be highly organized, self-motivated, multi-tasked, self-directed, and detail-oriented.
- Must be able to work independently and as a part of a team.
- Ability to work in a multi-cultural/multi-ethnic environment.

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#### **JOB QUALIFICATIONS**

Essential minimum skills, education, and experience:

- AA degree and at least 5 years of work experience.
- Bilingual English/Spanish both written and oral fluency.
- Strong computer skills including Microsoft Office and database systems.
- Strong communication and interpersonal skills.
- Must be self-motivated and be able to work independently.

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#### **WORKING CONDITIONS/ENVIRONMENT**

Works in a general office environment a minimum of 40 hours per week. May require a flexible schedule.

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## **NOTES AND SPECIAL REQUIREMENTS**

This position requires a background check. The above duties or working procedures describe the chief function of the job and are not considered a detailed description of every duty of the job. The position requires a 6-month probationary/evaluation period.

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## **BENEFITS**

This position is eligible for El Centro de la Raza's full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and eight paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

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## **APPLICATION PROCESS**

Please send resume to Dulce Gutierrez Vasquez at [dgvasquez@elcentrodelaraza.org](mailto:dgvasquez@elcentrodelaraza.org), or stop by El Centro de la Raza at 2524 16th Ave S, Seattle, WA 98144, to drop off a resume and pick up an application. If you have questions, please call 206.957.4605.