



Human Resources Assistant
LA's BEST Afterschool Enrichment Program
Reports to: Human Resources Coordinator
(Non-exempt)

The HR Assistant is a key member of the LA's BEST team who supports human resources with a variety of administrative projects. The Human Resources Assistant's activities include:

Duties and Responsibilities:

- Performs a range of clerical, administrative and general office activities
- Schedules appointments and meetings.
- Makes arrangements for meetings, for an individual, group or department.
- Researches and responds to inquiries and calls, may escalate to other levels of the organization as appropriate.
- Formats, types, and edits correspondence, documents, memos, reports, meeting minutes and/or presentation materials.
- Other administrative duties as instructed by department

Minimum Requirements:

- High school diploma, GED or its equivalent; Bachelor's Degree preferred;
- Previous work experience in a secretarial or administrative office;
- Must be proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook);
- Previous customer service experience;
- Type minimum of 40 wpm;
- Demonstrate the ability to prioritize and handle multiple requests, while working independently and taking initiative;
- Strong commitment to the mission of LA's BEST.
- Must be fully vaccinated and provide verification of their vaccination status as part of the hiring and onboarding process prior to an official offer of employment

Salary range: \$38,000 - \$40,000

LA's BEST Afterschool Enrichment Program

Explore. Engage. Expand.

Established in 1988, LA's BEST provides safe, supervised afterschool enrichment for unique and talented elementary school students in neighborhoods with the highest needs and fewest resources. Through our deliberately developed programming and staff, we build the kind of deep intellectual, creative, physical and social engagement in children that drives their development as motivated learners and active contributors to their education, schools and communities.

Equal Opportunity Employer

LA's BEST is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression and any other characteristic protected by applicable law. LA's BEST believes that diversity and



inclusion among our teammates is critical to our success as an organization serving Los Angeles, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

How to Apply: Interested candidates should submit a resume with a cover letter (required) with references to lasbest@lacity.org. Please include "Human Resources Assistant" in the subject line. Please, no calls.