



the northeast **independent living** program, inc.

JOB ANNOUNCEMENT

Job Title: HR/Administrative Assistant

Job Function: To maintain and enhance the organization's day-to-day operations and Human Resource department. Provide administrative support to Senior Management.

Duties and Responsibilities:

1. Maintain confidentiality in all aspects of client, staff and agency information
2. Assist with development of recruitment systems and coordinate those relationships and collaborations
3. Coordinate all recruitment, hiring and training personnel functions along with maintenance of accurate recording of such electronically and via paper
4. Provide new employee orientation by coordinating all systems for insuring all personnel have completed and understand NILP policies and procedures along with benefits, time accrual, etc.
5. Assist with reasonable accommodations for identified staff
6. Conduct CORIs on new employees and on a regular basis. Perform monthly Exemption from Federal Health Ins. Plans for all employees and stipend workers
7. Assist with annual renewal of health and dental insurances. Maintain current employee census. Prepare and submit annual HIPP information
8. Develop and maintain all archiving of personnel files
9. Make any changes to employee benefits in a timely manner

10. Insure all NILP Personnel information is secured and up to date including introductory and annual reviews
11. Maintain Board information according to NILP procedures
12. Receive, coordinate and prepare and distribute via email and regular mail materials for monthly Board meetings, Committee meetings
13. Coordinate food, equipment, room set up, transportation for Board and Committee meetings
14. Monitor and assist with maintenance of organization's website
15. Greet consumers, vendors, visitors in absence of clerical staff
16. Answer phones and direct calls appropriately in absence of clerical staff
17. Stamp and distribute mail, packages and faxes in absence of clerical staff
18. Prepare correspondence and reports as requested
19. Maintain inventory of all NILP supplies and equipment, including capital purchases
20. Coordinate ordering of all supplies, including price comparisons, for NILP to maintain sufficient inventory for operations
21. Coordinate equipment purchases and systems maintenance
22. Obtain quotes and coordinate outside printing of agency documents
23. Support staff in project-based work
24. Maintain database of volunteers and coordinate volunteers for projects
25. Assist with coordination and set up of agency events (i.e. golf tournament and annual meeting)
26. Maintain use of agency conference rooms electronically
27. Maintain hard copy and electronic filing system

28. Set up and coordinate meetings and conferences
29. Attend, record and distribute minutes of monthly staff meetings and trainings
30. Monitor use of AV equipment via sign out sheet
31. Coordinate all bulk and small mailings for Agency
32. Coordinate at times the distribution of information to Staff and Community on particular subjects including advocacy issues
33. Prepare monthly, quarterly, and annual reports as required
34. Seek supervision and training as needed. Keep current in HR laws, requirements by attending trainings

Qualifications:

1. Bachelor Degree in Human Services, a related field, or equivalent life experience
2. Person with a disability and / or with skills necessary to establish effective peer relationships
3. Excellent interpersonal, verbal and written communication skills in English
4. Computer literate in Microsoft Office Word, Excel, Outlook, database, spreadsheet, mail merge and email applications
5. Well organized, ability to multi-task. prioritize and meet deadlines
6. Prior experience working in an independent living center for at least one year preferred
7. Experience in Human Resources for at least three years preferred
8. Experience working as part of a team and independently

9. Commitment and skills to work as part of NILP team
10. Experience maintaining consumer and agency confidentiality
11. Responsible for own reliable transportation

Reports to: Assistant Director

Salary: Negotiable, excellent benefit package

NILP is an equal opportunity employer and encourages persons with disabilities, women, and persons of color to apply for this position

EXTERNAL POSTING DEADLINE: Until position is filled

Submit Cover letter and Resume to:
Nanette Goodwin, Assistant Director
NILP
20 Ballard Road
Lawrence MA 01843
ngoodwin@nilp.org

12/9/2011