



Building  
communities  
one life  
at a time

**Mosholu Montefiore Community Center**  
3450 Dekalb Avenue Bronx, NY 10467  
Phone: 718. 882.4000 | Fax: 718. 882. 6369 | [www.mmcc.org](http://www.mmcc.org)

## **Job Announcement: Human Resources Assistant**

Status: Full time, In person  
Reports to: Director of Human Resources

**Annual Salary:** \$52,000 - \$57,000 - commensurate with education and experience.

**Work Schedule:** Monday to Friday, daytime, 8-hour shift

### **Benefits:**

- Paid time off
- Pension
- Health insurance
- Life insurance
- Dental insurance
- Vision insurance
- Flexible spending accounts
- 403 (b) retirement plan with agency match
- Professional development assistance
- Employee Assistance Program
- Employee Discount
- Parental Leave

**The Mosholu Montefiore Community Center (MMCC)** is the largest not-for-profit provider of quality education, employment, and health and recreation programs in the impoverished neighborhoods of the North Bronx, serving the needs of more than 35,000 residents each year. Since our founding as a neighborhood community center in 1942, MMCC has served the needs of thousands of neighbors from all cultural backgrounds, religions, races, ethnicities, sexual orientations and special needs.

The mission of MMCC is to improve the lives of Bronx and Manhattan residents with our dedication to humanitarian efforts; reaching out to a rich tapestry of cultures, building gateways to success through quality service and programs, building confidence, sustainability and working toward self-sufficiency for the individuals we serve.

### **Position Summary:**

The Administrative Assistant for Human Resources will serve as the primary point of contact for key agency staff, be responsible for administrative deliverables, and demonstrate our core values in daily communications.

### **Job Description:**

- Ensure a welcoming environment during the onboarding process and provide excellent customer service to employees
- Prepare, review and process hire packages for new hires
- Conduct or acquire background checks and employment eligibility verifications
- Conduct new employee orientation on agency policies, procedures and benefits
- Facilitate benefit enrollments upon hiring and update benefits for life-qualifying events and annual open enrollment periods.
- Field inquiries from employees and supervisors on employment related matters including agency policies, procedures, training and compliance, benefits, onboarding and offboarding; and refer important and sensitive matters to appropriate staff

- Create and maintain employee accounts for emails, training, and benefits
- Respond to requests for employment verifications and unemployment notifications
- Maintain compliance with employment laws and regulations
- Conduct exit interviews and analyze data collected
- Create and maintain filing systems as necessary
- Assist in resolving any administrative problems
- Assist hiring managers with creating and monitoring job postings, and attending job fairs
- Act as a point of contact for HR partner organizations
- Prepare reports for partners
- Perform clerical tasks such as data entry, filing, and organizing documents
- Manage incoming calls and emails
- Schedule appointments and maintain calendars
- Serve as a backup to the Payroll Officer when needed
- Perform other duties as assigned

### Requirements:

- A Bachelors' degree and two years of relevant experience, SHRM certification is a plus
- Proven work experience as an Administrative Assistant, Receptionist, or similar role
- Experience in benefit enrollment is a plus
- Knowledge of office management systems and procedures, HRIS is a plus
- Excellent time management skills and ability to prioritize work
- Strong interpersonal and communication skills (verbal and written)
- Bilingual proficiency (Spanish and English) is a plus
- The ability to work independently with attention to details and meet deadlines
- Strong organizational skills and the ability to maintain accurate data
- Integrity, sound judgement in dealing with issues and confidentiality
- Proficiency in Microsoft Office and Google Suite

### To Apply:

Interested candidates please submit resumes and cover letters to Anthony Friedman, Director of Human Resources at [afriedman@mmcc.org](mailto:afriedman@mmcc.org)

### **EQUAL OPPORTUNITY EMPLOYER. DRUG FREE WORKPLACE.**

MMCC is an equal opportunity employer that is committed to cultural competency, diversity, and inclusion and values the ways in which we are different. Auxiliary aids and services are available upon request for individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other characteristics protected by the applicable law.