

POSITION ANNOUNCEMENT

Human Resources Assistant

The National Center for Appropriate Technology or NCAT has been helping people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources since 1976. NCAT is a trusted, practical, connector for individuals and businesses who are working to leave our world better than we found it. NCAT works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities. NCAT is a national private non-profit organization whose work includes nationally recognized projects in food, agriculture, and energy.

We are looking for a full-time Human Resources Assistant to join the NCAT team. The Human Resource Assistant will be an integral member of the human resources team. Incumbent coordinates and assists in recruitment and onboarding activities; maintains NCAT's Human Resources Information System (HRIS); supports office initiatives in meeting regulatory requirements and compliance; provides internal customer service to NCAT staff around the United States; and provides administrative support to the Human Resources office.

QUALIFICATIONS:

Minimum requirements are an AA degree in accounting, business, human resource management, non-profit management, or related field, and at least two years human resources experience or a combination of education and experience. The ideal candidate would have knowledge and experience in the field of Human Resources in the non-profit sector.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Commitment and passion for the NCAT mission;
- Strong interest and knowledge of mission-driven, non-profit organizations;
- Excellent verbal and written communication skills;
- Knowledge of Human Resource practices and processes;
- The ideal candidate must have excellent organizational, analytical and problem solving skills;
- Candidates must have the ability to prioritize work assignments and complete tasks in a timely manner;
- Understanding of personnel practices, procedures, federal, state and other legal requirements;
- Familiarity using MS office suite;
- Strong skills in MS Excel to prepare and utilize spreadsheets;
- Ability to use or quickly learn Human Resources Information Systems (HRIS), benefits enrollment systems and performance management systems;
- Familiarity with payroll functions and processes;
- Ability to handle confidential and sensitive information and maintain confidentiality with a strong sense of integrity and ethics;
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, and human resources information systems;

- Knowledge of business, resource allocation, human resources modeling, and coordination of people and resources;
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Ability to work independently and in a team environment.

RESPONSIBILITIES:

- Maintain knowledge of local, state and federal laws, policies, and assist with compliance in all of NCAT offices;
- Examine employee files to answer inquiries and provide information to NCAT staff;
- Explain processes, policies, and/or procedures to NCAT staff;
- Prepare forms and documents in HRIS system;
- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence and document data in HRIS and physical file as necessary;
- Compile and prepare reports and documents pertaining to personnel activities;
- Assist with hiring processes including recruitment, posting positions on BambooHR and websites, and identifying applicants that meet minimum qualifications;
- Process employment applications and prepare for hiring team review in HRIS;
- Respond to inquiries regarding open positions;
- Request information from previous employers, and other references to determine applicants' employment acceptability;
- Maintain and update electronic and physical hiring files for all positions;
- Inform job applicants of their application status and answer questions from applicants;
- Prepare and set up for new employee orientations;
- Update applicant flow logs for all position openings;
- Prepare draft job descriptions from position announcements;
- Maintain lists of websites and recruiting sites for position announcements applicable to NCAT hiring needs;
- Explain benefits to employees and job applicants;
- Answer employee questions regarding benefits, and other pertinent information;
- Maintain accurate and complete records of employees' health insurance, life insurance, pension plan and other benefits;
- Use benefits enrollment software, enroll employees for benefits plans with vendors, record benefits election and prepare payroll deduction forms for payroll processing;
- Review and approve benefits premium invoices/statements for payment;
- Assist with benefits plan renewals and open enrollment processes;
- Keep up to date on HR and benefits compliance items, including mandatory notices, ERISA, etc.;
- Prepare internal yearly OSHA reporting;
- Data entry into performance evaluation software; answer employee questions related to the performance evaluation process and using performance software;

- Assist in auditing and maintaining current physical and HRIS files to ensure they are up to date;
- Ensure that employees complete/submit all documents as necessary.

COMPENSATION AND BENEFITS: This position is 40 hours/week with a starting wage of \$19 - \$22/hour depending on skills, qualifications, and experience. Benefits, paid leave, holidays, 401(k), life insurance, Long Term Disability, dental, and vision plan options.

APPLICATION PROCESS: Applications will be accepted until a suitable candidate can be identified. Early applications are encouraged. Applicants are encouraged to visit www.ncat.org and www.attra.ncat.org to learn more about NCAT. NCAT employees interested in the position should email Human Resources a letter of interest as soon as possible. All persons interested in being considered for the position must submit an NCAT application and upload a resume and cover letter through BambooHR. To start the application process please visit [NCAT Employment Application](#) and complete the online supplemental application. Incomplete applications or references on the application to “see resume” will not be considered. The next part of the process is uploading a current resume and a cover letter highlighting experience and skills relevant to the listed qualifications. Resume and cover letters can be uploaded at <https://ncat.bamboohr.com/jobs/>. Simply choose the position you are applying for and then click “apply for this job” to upload the required resume and cover letter. Questions about the application process can be directed to:

Kriss Sullivan, Director of Human Resources
e-mail: jobs@ncat.org

NCAT’s mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. Our work brings together diverse partnerships and communities to help reduce poverty and protect our natural resources. We strive to be a multicultural organization that embraces the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, religious or political belief and marital or veteran status. Diversity creates healthy communities. Special consideration will be given to applicants who are reflective of the communities that we serve. NCAT is an Equal Opportunity Employer.

For additional information about NCAT please visit our website at www.ncat.org.

(Updated 9/30/2022)