



“Affordable Housing Without Compromise”

Job Description – Human Resources Assistant

Job Title	Human Recourses Assistant	Department	Administration
Reports To	Controller	Salary Range	Based on Experience \$27.00-\$30.00
FLSA	Non-exempt	Revision Date:	05/16/2022

ABOUT PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission “to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents”. With over 800 units of affordable housing, PCRI’s unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty.

To accomplish PCRI’s current housing development goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long-term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes, many of which will be available to purchase. The homes will be located throughout the City of Portland, with the primary focus on the N/NE Portland neighborhoods where displaced families previously resided.

POSITION Summary:

Human Resources (HR) Assistant reports to Controller and works closely with Executive Director and all department managers. HR Assistant is the primary point of contact for providing benefits programs and HR related services to staff. Assist department directors in hiring needs. Maintain confidentiality and keep personnel files in accordance with federal, state and local regulations. Promote diversity and inclusion strategies.

Essential Functions:

- Administers employee benefit programs; serves as liaison for benefit administration.
- Maintain and renew health insurance coverage: provide information to Executive Team for decision making and provide support to staff on open enrollment and any questions arise.

- Provides employee relations support to managers and staff; navigates sensitive issues.
- Protects confidential information and builds HR's reputation as an objective, helpful, and trustworthy resource for all staff.
- Maintains confidential HR files and records system; maintains HR policy manuals and Employee Handbook and assist employees navigating and following policies established by organization.
- Assist departmental directors in performance evaluation system.
- Serves as administrative hub for recruitment and hiring; develops hiring timelines with managers; update job descriptions and distributes job postings, and monitors applicant flow.
- Conducts onboarding/employee orientation for new staff in PCRI's organizational culture, and HR policies, procedures, benefits.
- Keep track of Paid Time Off balances and OFLA hours.
- Administrate Oregon Family Leave Act (OFLA) and Reasonable Accommodation requests.
- Coordinates relevant meetings with managers; tracks work-plans and follow-up disciplinary actions.
- Acts as a backup for processing payroll.
- Assist Controller with administrative duties as assigned.

Education and/or Experience:

- A minimum 2-4 years of experience in Human Resources, Benefits Administration, Human Development within a nonprofit or for-profit organization related to providing Affordable Housing Developments, Property Management and Resident Services to communities.
- Associate's degree in business, non-profit management, human resources
- Strong written and oral communication skills; disseminates information effectively to a multi-lingual audience; fluency in English with capacity to address other language needs.
- Proactive communicator; spots potential problems and takes steps to prevent them.
- Experienced working with a Human Resource Information System.
- Experienced in Recruitment best practices and following organizational policies and guidelines.
- Accounting experience is a plus.
- Proficient with Microsoft Office.

Qualifications:

- Self-starter; highly motivated to complete tasks and achieve goals.
- Strong interpersonal skills - demonstrated ability to establish and maintain cooperative working relationships; helps others succeed.
- Strong organizational skills; proven ability to plan, prioritize tasks, and meet deadlines under pressure
- Committed to the personal and professional development of self and others
- Demonstrated ability to work independently, lead a group, and work as a collaborative team member
- Strong critical thinking skills; keeps an open mind; asks good questions; seeks out relevant information to inform problem solving and decision making
- Plus: Basic understanding of accounting practices; experience using a financial accounting system such as Yardi.

Compensation / Benefits:

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package that

includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days, 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 11 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a minor contribution for employee if dependents added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employees annual salary. Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

Work Environment:

PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement.

PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs. The HR Assistant will spend hours sitting and using office equipment and computers, which can cause muscle strain. The HR Assistant will also have to do some lifting of supplies and materials from time to time. In addition, have ability to climb stairs several times a day. Physical ability to bend, stoop, twist, reach and pull.

Undergoing and passing a pre-employment criminal background, drug test and physical exam is required.

Reasonable Accommodations:

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:

Interested candidates should submit a resume and a cover letter addressing qualifications for the position, to the attention of Tamara Trofimenko, Controller. PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at jobs@pcrihome.org, or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.