



Job Announcement

Rafiki Coalition for Health and Wellness

601 Cesar Chavez Street
San Francisco, CA 94103

Rafiki Coalition for Health and Wellness is seeking a Human Resource Assistant to join our team. Rafiki Coalition's mission is to eliminate health inequities in San Francisco's Black and marginalized communities through education, advocacy, and by providing holistic health and wellness services in a culturally affirming environment.

Job Title: Human Resource Assistant

Program: Rafiki Coalition for Health & Wellness

Status: Full-time, Exempt (40 hrs./week, Monday – Friday)

Salary: \$72,800 - \$75,00 DOE

Benefits: Paid Holidays, vacation, sick time accrual, 401K, life insurance, medical, dental and vision

To Apply: Send resume w/cover letter to;

- Lamonica@rafikicoalition.org with subject line: Human Resource Assistant
- Or apply on Work for Good or Indeed.com as posted

The Human Resources Assistant performs a variety of activities related to the human resources, recruitment and payroll activities of the agency personnel. Under the supervision of the Director of Human Resources, the Human Resources Assistant will provide human resource support for posting open positions, onboarding new staff, file creation and file upkeep, collection of all agency timesheets, HR accounting needs as assigned, human resource staff informational updates and keeping abreast all CA/SF labor law requirements.

The scope of the work for this position includes these key categories:

- (1) Assisting with all Human resource related operations
- (2) Benefits administration
- (3) Payroll administrative support for the Director of Human Resources
- (4) Support billing of earned government contract revenues through accurate timesheet and staff template allocations that demonstrate program activities

Essential Required Qualifications:

- Bachelor's degree in Human Resource or related field, including accounting or business
- **OR** A minimum of 3 years of verifiable human resource general experience
- Familiarity and literacy with payroll processing services (preferably ADP Workforce



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- Excellent data review and processing skills
- Knowledge of accounting, human resources, and payroll principles and procedures
- Working knowledge of Microsoft Office Suite (Word, Excel, Power Point etc.)
- Well organized and attentive to detail
- Detail oriented and well organized
- Demonstrates ability to work without supervision
- Demonstrates sound judgement when handling sensitive information and/or communication
- Demonstrates ability to operate with the utmost degree of integrity, confidentiality and commitment to quality
- Ability to work independently, show initiative, demonstrate time management, leadership and follow through on tasks and assignments with minimal supervision
- Ability to prioritize and still meet deadlines
- Experience working with a diverse staff and constituencies.
- Experience working in nonprofit or public sector strongly preferred
- Good verbal, written and interpersonal skills.
- Sense of humor and developed emotional intelligence.
- Works from a framework of racial equity and harm reduction when working with practitioners, contractors and/or clients.
- Strong interpersonal skills; ability to interface professionally with a diverse, multi-cultural, and interdisciplinary staff at all levels.
- Any knowledge of accounting software (QuickBooks Online and Sage MAS90) a *plus*
- San Francisco resident familiar with the community and its members preferred.

PHYSICAL DEMANDS

- **Position is an in person, in office position (non-remote)**

Rafiki Coalition does not exclude, deny services to, or otherwise discriminate against any person on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, religion, pregnancy, veteran status or disability in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by Rafiki Coalition directly or through a contractor or any other entity with whom the agency arranges to carry out its programs and activities.