



## **WHO WE ARE**

Fit 4 Life NYC is a certified B-Corporation that operates and is driven by our mission and commitment to supporting schools, non-profit organizations and under-served communities in creating healthy and active environments. We accomplish this by offering an array of programs including Physical Fitness classes, school day and after school enrichment and fitness classes for teachers and parents.

We are looking for purpose-driven people who are excited about changing the lives of young people, while sharing and following their own advice when it comes to fitness. Fit 4 Life NYC is looking for someone who can embrace our PLAY WITH A PURPOSE motto.

As a member of Fit 4 Life NYC, we want you to be inspired in your professional life and supported in your personal life. We want you to build your skills and grow with our family. We want you to give back to your community and to yourself.

As our Human Resources Assistant, you will have the opportunity to stand out and make a distinct impact. Our small team contributes to an environment where your work is noticed.

### ***Human Resources Assistant Job Description***

- Responsible for supporting the HR manager in a variety of HR administrative and clerical duties.
- Assists recruiting, screening, hiring and informing new employees of Fit 4 Life NYC's policies and programs as needed.
- Generates reports and audits for HR departments as needed.
- Completes all required Criminal Background Checks and Department of Education (DOE) fingerprinting as required for each Fit 4 Life NYC instructor and/or employee.
- Establishes, maintains and revises record keeping and filing systems.
- Classifies, sorts and files correspondence, records and all other HR documentation and confidential information.
- Supports HR Manager and Administrative team in processing payroll; includes but not limited to collecting, reviewing and submitting payroll information to ADP and Fit 4 Life NYC Accounts Manager.
- Responds to unemployment insurance claims by forwarding separation information to appropriate representative
- Provides support with preparing personnel files and documentation for audits
- Assists with completion of Disability or Worker's Compensation forms (C11, C107 & C240's)
- Drafts employment verification letters and correspondence as requested
- Attend career fairs and college events related to the hiring process.
- Assists with the coordination of company events, including but not limited to Field Days and community health events
- Quarterly visits to program sites to conduct current and newly hired on-site employee observations and evaluations
- Assists HR Manager in creating a fun, fit healthy work environment for our administrative team and team of Fit 4 Life NYC instructors

## **QUALIFICATIONS**

- Strong organizational skills, follow through/up and ability to multi-task a must.
- Effective oral and written communication skills
- Some knowledge of Human Resources or the Social Services is preferred
- One to two years of general business experience and/or administrative/office management, experience preferred
- Proficient in Microsoft Office (Word, Excel and PowerPoint) and Google Docs.
- Able to exhibit a high level of confidentiality.



- Experience working in a small-business environment a plus
- Accurate and attentive to detail.
- Able to identify and resolve problems in a timely manner.
- Able to work independently and in team environment
- Ability to be creative and take an “outside the box” approach
- Ability to show and take initiative.
- Strong sense of urgency and problem solving skills.
- Demonstrated ability to remain calm under pressure.
- Excellent communication skills with the ability to speak effectively before groups of clients or employees of the organization.
- Ability to be "hands-on" in work and in providing support to the entire management team.
- Ability to lift and move light sporting goods equipment (i.e. balls, cones, etc.)

### **EDUCATION REQUIRED/PREFERRED**

- Certificate or Associate Degree in Business, HR Management, Administration or related field required.
- BA or BS preferred in HR Administration, Business Administration
- 2-3 years HR or Office Management experience

### **SALARY/OTHER INFORMATION**

- Entry-level position
- \$32,000 - \$35,000 annual salary/based on hourly rate for 40 hours per week
- Flex times offered
- Must be available to work some Saturdays and evenings during high peak hiring season, for trainings, and recruitment events as well as partner fitness and health events such as Field Days
- Partial reimbursement for fitness and health membership