

HSA-UWC is seeking a Human Resources Assistant

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September 1, 2025



Position Summary:

This position supports the purpose of HSA-UWC by stewarding our human resource function with integrity and care. The Human Resources Assistant helps foster an environment where staff can grow both professionally and spiritually, strengthening a culture of heart-centered service. As a collaborator within the HR team, this role provides administrative support across HR programs and services, including maintaining the employee database, drafting reports, assisting with recruitment, and supporting the benefits

administrator. Additional responsibilities include reviewing payroll systems for process improvements and leading occasional training sessions. While prior HR experience is preferred, we are willing to train the right candidate who demonstrates commitment to learning and contributing to the mission.

Essential Duties and Responsibilities:

- Provide customer service to employees by answering questions and supplying required documents.

- Assist with the administration of health, dental, life, retirement, COBRA, PFL, and FMLA plans. Support benefit tasks such as enrollment, claim resolution, reconciling statements, and invoice approvals.

- Serve as a point of contact with benefit brokers and administrators.

- Maintain HR files and databases for personnel transactions (hires, promotions, transfers, reviews, terminations).

- Support recruitment: post jobs, organize resumes, and assist in interviews.

- Onboard new employees and interns; process terminations and conduct exit interviews.

- Review payroll system to identify opportunities for greater utilization and process improvements, including onboarding workflows.

- Organize annual employee programs (e.g., employee picnic, Christmas party).

Role Qualifications:

- BA / BS degree

- Skilled in written and verbal communication

- Experienced networker

- Knowledge of pertinent Federal and State codes, policies, regulations and/or basic employment law

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

- Ability to generate, format, and analyze reports from HRIS, payroll, or benefits systems.

- Strong data entry and database management skills with accuracy and confidentiality.

Job: 18-20 hours per week (Part Time)

Location: Hybrid - Prefer candidates in the NY-NJ-CT area as work is required at the HSA-UWC office at 481 8th Ave, New York, NY 10001.

Work Schedule: 1 day/ week in NYC HQ office, the rest of the week is remote

Salary Level (range): \$20 - \$25 per hour, depending on experience

TO APPLY

We are currently collecting resumes. If you would like to apply, complete the [online application form](#). Please contact Sancha Christian at schristian@unification.org for a full job description and further information.