



### **Employment Opportunity (Human Resources Coord./Exec. Asst.)**

Catholic Legal Services of Miami (CLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CCLS is seeking a motivated, energetic, and organized professional to join our team and carry out various human resources functions such as organizing training, administering payroll, full-cycle recruitment, onboarding, and employee benefits.

Location: Miami- Downtown

#### **Duties:**

- Provide exemplary customer service to employees and others who contact the Human Resources Office and direct them to the appropriate parties; answer requests and questions on HR policies and procedures and document staff's concerns for escalation to the COO.
- Receive and process requests from appropriate outside parties such as prospective employers, attorneys, loan processors, etc. for verification of prior employment with CLS, and respond to each regarding findings.
- Learn the Catholic Legal Services Employee Manual and basic terminology of human resources policies, programs and employment laws in order to effectively relay messages and policies; assist in the implementation of policies and procedures; under the direction of the COO, develop forms and other HR documents; ensure all human resource functions are complying with local, state and federal regulations.
- Build and maintain relationships with various departments and act as a liaison between employees and the Archdiocese of Miami Human Resources Department and Benefits staff and assist staff understand policies and procedures on paid-time-off benefits, I-9s, personnel records, and other areas.
- Assist in the onboarding of new employees, create a welcoming environment for their first day on the job and process all forms.
- Conduct audits of payroll and benefits and recommend corrective actions; assist with the performance review and termination processes, prepare and maintain employment records; and maintain, update, and verify the accuracy of employee's payroll records, time earned balances, benefits, and personal information.
- Coordinate recruitment and selection process and assignments of interns and volunteers; Coordinate job postings; Attend career fairs to generate qualified applicants.
- Provide administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the CEO & COO's behalf.
- Organize meetings, including scheduling, sending reminders, and organizing catering when necessary and coordinate and maintain a calendar of training workshops, office activities presentations and other important events.

**Main Office**  
28 West Flagler Street, Suite 1000  
Miami, Florida 33130  
Tel. 305-373-1073

**Hollywood Office**  
6565 Taft Street, Suite 401  
Hollywood, Florida 33024  
Tel: 954-306-9537



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- Manage CEO and COO's calendars, including making appointments and prioritizing the most sensitive matters.
- Other administrative tasks.

**Requirements:**

- Bachelor's degree in human resources or related field and/or equivalent experience.
- At least two years' related experience required.
- Be supportive of the mission of Catholic Legal Services.
- Ability to think and work systematically, building and maintaining systems to support infrastructure.
- Excellent customer service skills, including ability to maintain focus on and professionalism with people in challenging situations.
- Good time management, including ability to manage several projects at the same time and must be able to multi-task and retain accuracy in an environment of competing deadlines.
- Good organizational skills
- Have a professional demeanor.
- Excellent knowledge of Microsoft Office programs (mainly Outlook, Word, Excel).

To Apply: Send a cover letter, résumé and three references to Yenlys Artiles, HR Coordinator at [yartiles@cclsmiami.org](mailto:yartiles@cclsmiami.org)

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