

People & Culture (HR) Associate Job Description



Job Title: People & Culture Associate

Reports to: Operations Director

Summary:

The People & Culture Associate is a pivotal role within the organization, bearing the primary responsibility for the full cycle of talent acquisition, including identifying, actively recruiting, and successfully onboarding the organization's professional staff, interns and key volunteers. This role is fundamental to building and maintaining the organization's workforce and volunteer capacity.

Key Responsibilities and Collaborative Work:

The People & Culture Associate operates in a highly collaborative environment, working closely with various internal staff members and external consultants. This collaboration is essential to the strategic development and implementation of comprehensive human resources initiatives, policies, and procedural frameworks that support a productive, compliant, and positive work environment.

Talent Acquisition and Onboarding:

Serving as the central lead point of contact for all talent acquisition efforts, the People & Culture Associate manages the entire recruitment pipeline for each open position and volunteer opportunity. This includes:

- Developing and executing strategic outreach plans to attract a diverse and qualified pool of candidates via job boards, professional networks, and community partnerships.
- Actively participating in the selection process to ensure new hires and volunteers are a strong cultural and professional fit.
- Cultivating and sustaining volunteer relationships, promoting long-term community engagement.
- Serving as the primary professional voice to prospective staff and volunteers, managing all communication from initial inquiry through the offer stage.
- Overseeing the systematic and compliant management of the application review, interview scheduling, and background check processes.
- Executing a comprehensive and effective onboarding program to ensure a smooth transition for all new team members.

Duties/Responsibilities: Your FLSA status is non-exempt. Manage the day-to-day Human Resource operations, including:

- Screening all volunteers and staff, filling out the matrix of qualifications for each position.
- New hire onboarding, including introduction to WAA documents and systems (CRMs LGL & Salesforce & activity recording).
- Checking HR@WAA email.
- Scheduling interviews, internal staff scheduling and coordinating WAA meetings.
- Answering and directing all incoming phone calls (including frequent coverage, e.g., twice a week).
- Providing administrative support for interview teams, including scheduling group meetings, reserving office space, maintaining calendars, conducting research, providing email support, and creating reports.
- Maintaining and updating confidential employee and volunteer files, ensuring all necessary documentation is completed and stored securely.
- Assisting with the coordination of performance review cycles and tracking professional development activities for staff.
- Processing background checks and verifying credentials for all new hires and key volunteers.
- Collaborating with the Operations Director on updating HR policies and procedures as necessary.

Required Qualifications and Skills:

- Proven administrative or HR support experience, preferably in a non-profit environment.
- Excellent organizational and time-management skills, with strong attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with CRM systems (LGL, Salesforce) or similar databases.
- Strong verbal and written communication skills.
- Ability to handle sensitive and confidential information with discretion and professionalism.
- A strong commitment to the mission and values of the Washington Autism Alliance.

Working Conditions:

This is a part-time position (approximately 20 hours per week). Work schedule is flexible but requires availability during core business hours for meetings and phone coverage. The role is hybrid, mostly remote work with potential for some in-person work in Kirkland, as agreed upon with the Operations Director.

Salary:

\$25 - \$29 per hour, depending on experience.

To apply, send a resume, cover letter, and desired salary to HR@WashingtonAutismAdvocacy.org.