



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

EXECUTIVE ASSISTANT, FULL-TIME JOB DESCRIPTION

Horizons Unlimited of San Francisco, Inc., established in 1965, is a community-based organization located in the Mission District, and offers substance abuse prevention, treatment, mental health, employment, and gender specific services, for Latino and other youth of color, ages 12 to 26, and their families, residing in the Mission District and the city and county of San Francisco.

Position Title: Executive Assistant
Reports To: Finance and HR Generalist

Position Description: The Executive Assistant provides high level and confidential assistance to Horizons' Executive Director and Finance/HR Specialist. This position will be responsible for assisting in the implementation of HR policies, procedures and regulations as well as leading the recruitment, hiring, onboarding and benefits administration process for new staff. The Executive Assistant will also serve as the liaison in multiple settings including within the Agency, in the community and in connection with organizational partners. Ongoing tasks in support of the Executive Director include oversight of special projects, scheduling meetings and taking minutes, attending meetings on behalf of the Executive, supporting Board committees, and serving as the go-to for needed administrative support.

PRIMARY DUTIES AND RESPONSIBILITIES

Executive Director Administration:

- Provide confidential support for the Executive Director, Finance/HR Specialist and as needed, the Leadership Team.
- Serve as a liaison within the Agency, in the community and amongst community partners; representing the Agency and Executive Director at events, meetings, etc.
- Coordinate and oversee a variety of special projects, and conduct research, as requested.
- Schedule meetings, provide administrative/logistical support, and take meeting minutes.
- Provide administrative support for the Board of Directors and attend monthly meetings.
- At the request of the Executive Director, provide support for Leadership Team needs.
- Other duties as assigned by the Executive Director.

Human Resources:

- Conduct/assist with new hire recruiting, application, and orientation for employees and Independent Contractors.
- Coordinate the new hire process for employees and contractors including the completion of background check and TB tests as well as personnel file paperwork completion, reviews, and compliance.
- Collect and submit monthly independent contractor invoices.
- Maintain the integrity and confidentiality of human resource files and records, ensuring they are accurate and up to date.
- Act as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.



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- Answer frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refer more complex questions to appropriate senior-level HR staff or management.
- Assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Assist with planning and execution of events such as benefits enrollment, agency meetings, employee recognition events, holiday parties, and other celebrations.
- Other duties as assigned by Finance and HR Specialist.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Social Sciences or related field.
- 2-3 years experience as an Administrative/Executive/HR Assistant or similar role
- Commitment to Horizons' mission, vision, and passion for culturally rooted services.
- Excellent, professional verbal and written communication skills.
- Superb interpersonal skills with the ability to use discretion and manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient in Microsoft Office Suite and Google software.
- Experience with or the ability to quickly learn payroll management, human resource information system, and similar computer applications.
- Able to work with minimal oversight in a fast-paced, multi-faceted environment.
- Comfortable speaking in public, presenting Agency services and engaging with partners.
- Bilingual (Spanish/English) preferred.
- Must be able to clear a TB test before first day of employment.
- If in recovery, must be clean and sober for a minimum of 2 continuous years.

Status and Compensation:

This is a full-time, permanent position after successful completion of a 6-month probation period. Eligible for benefits (medical, dental, vision plan, accidental life and AD&D insurance) on the 1st of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, generous holidays, and professional development opportunities. Starting annual salary is \$57,794.

Application Deadline:

Open Until Filled

Application Process

Submit cover letter and resume, via email, to: Celina Lucero at clucero@horizons-sf.org.

Horizons Unlimited of San Francisco, Inc. is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. Women and BIPOC are strongly encouraged to apply.



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Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.