



# Friends of Refugees

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**ROLE:** Human Resources (HR) Administrative Assistant

**STATUS:** Part-Time, Hourly 20-25 (Hours/week)

**LOCATION:** Onsite in Clarkston, GA

**DIRECT SUPERVISOR:** Senior Director of Operations & EE (DOEE)

**LAST UPDATED:** September 5, 2025

## Apply for this role if . . .

You enjoy marking off your to-do list and completing your tasks efficiently and effectively. You can identify the highest priorities and hold yourself to a high standard of detail and execution. You enjoy working behind the scenes, managing important and regular administrative tasks. You enjoy working across various online platforms and appreciate in-person meetings and onsite events as needed.

## Position Purpose:

Provide support to the DOEE to accomplish the mission of empowering our staff to flourish and thrive as they continue to support the community in Clarkston. The HR Assistant handles the daily administrative duties in the areas of both Human Resources and Operations. This position is aware of high-level organizational happenings, and as such, is respectful of confidential information and handles all correspondence with discretion and empathy.

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## Essential Job Functions:

### HR Admin Support (80%)

- Manage the calendar for the DOEE, including scheduling interviews, staff requests meetings, annual one-on-ones, prioritizing the urgent matters between HR and other operational expectations
- Serve as point of contact for applicants during the interview process; including returning phone calls and managing responses for the HR email account
- Work with various hiring managers to provide applicant communication status, including scheduling department interviews
- Work with hiring managers to ensure new hire needs for onboarding are provided
- Manage applicant database to ensure interviewers are able to access resumes in an organized manner
- Post open positions on Job boards as needed
- Work in HCM to ensure new hire or rehire information is processed accurately and efficiently
- Work with DOEE to create new hire and anniversary gifts; including managing necessary inventory
- Work with DOEE to send monthly staff newsletter and other staff notices and updates
- Work with DOEE to ensure compliance of employee files
- Serve as a liaison between staff and DOEE for staff questions and concerns
- Update online Staff Resource form and QRGs as needed
- Assist DOEE in preparing for staff trainings for new process or system integration
- Any additional HR support needs as requested

### Operations Support (20%)

- Setup and archive staff emails as needed
- Work with the Operations Manager to issue technology hardware to new and existing staff
- Work in Google Drive to organize files and data as needed

- Work with the Operations team to research new systems or processes that support organization-wide updates, including meeting with vendors
  - Any additional support needs as requested
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### **Competencies**

- In full agreement and passionate about Friends of Refugees' vision, mission, values, and philosophy of ministry
- Excellent organization, problem-solving and decision-making skills
- Strong time management skills
- Strong attention to detail, especially in written documents
- Able to remain steady and flexible in a fast-paced environment
- High level of integrity required for handling sensitive and confidential information
- Excellent customer service skills
- Must be a self-starter and comfortable taking initiative to work independently
- Strong verbal and written communication skills
- A creative mind with an ability to suggest improvements
- Able to work competently and humbly with people from diverse faith and cultural backgrounds
- Able to research and learn new concepts quickly
- Comfortable with various forms of technology, and able to navigate Google Workspace, Airtable, Canva, CRM and HCM platforms

### **Experience and Qualifications**

- A minimum of 2 years of experience in a role that required organization, problem-solving and interacting with leaders, required
- A minimum of 1 year each of experience in Google Workspace, HCM or CRM platforms, and Airtable, required
- College degree, preferred
- Past experience working with churches or faith-oriented organizations, preferred
- Experience interacting with people from other cultures, preferred