



Position title	Department	Reports to
Human Resources Assistant	Human Resources	HR Manager
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	3/1/2026

Purpose

The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Friday. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity.

Position Summary

St Vincent Meals on Wheels is seeking a creative, organized, and self-driven Human Resources Assistant to help elevate the agency’s voice and visibility. We are looking for an organized and professional Human Resources (HR) Assistant to join our SVMOW team. The Human Resources (HR) Assistant will provide administrative support to the Human Resources Manager, as well as coordinate HR-related activities and tasks. The successful candidate will be highly organized, reliable, and possess excellent communication and customer service skills.

Essential Duties and Responsibilities

- The HR Administrative Assistant handles information with care and confidentiality and helps ensure HR processes run smoothly and consistently for employees
- Serve as a trusted point of contact for employees by providing clear, scripted guidance on HR policies, processes, and programs
- Maintain accurate, confidential employee personnel files, records, trackers, and documentation within HR systems
- Conduct routine audits and generate reports to ensure data accuracy and compliance
- Provide administrative support to the HR team, such as data entry, filing, responding to general HR inquiries, and preparing reports or communications
- Coordinate pre-employment background checks and drug screenings through approved third-party vendors
- Deliver a welcoming onboarding experience, ensuring new hires feel supported and confident completing all required forms and system tasks
- Schedule and coordinate orientations, training, and HR-related meetings, including logistics and documentation
- Provide administrative payroll support, including reviewing employee timecards and generating reports as needed
- Support the benefits function by assisting with benefit offerings, processing enrollment changes, and handling general inquiries



- Support Leave of Absence (LOA) mail processing, including benefit check communications and coordination
- Provide administrative support for Workers' Compensation claims, including intake documentation, record maintenance, and coordination with employees, providers, carriers, and internal stakeholders
- Track Workers' Compensation claims, documentation, and required follow-ups to ensure timely accurate processing and Osha form 300 log
- Support compliance with federal, state, and local employment laws and internal policies
- Maintain HR templates, forms, resource libraries, and tracking tools to ensure consistency and accuracy
- Manage the distribution, delivery, and posting of required labor law posters across SVMOW staff
- Support HR training programs by coordinating schedules, maintaining materials and recordings, tracking attendance, and collecting feedback
- Assist with updates to training materials as directed
- Support HR projects through task execution, coordination, and follow-up
- Maintain project trackers and prepare meeting notes, action items, and follow-up communications
- Ability to work for prolonged periods at a desk and on a computer
- Other tasks may be assigned

Qualifications

- 3-4 years' experience of administrative or HR- related experience, High school diploma required; bachelor's degree in HR or related field preferred
- Understanding of employment laws, recruitment and office procedures
- Strong problem-solving skills, sound judgment, and the ability to handle confidential information appropriately.
- Strong proficiency in Microsoft, excel, experience in Paylocity
- Ability to work both independently and collaboratively within a cross functional environment.
- Professional, mission aligned presence, representing SVMOW with warmth and compassion.

Compensation & Benefits

- Salary: \$21.27-\$27.37 hr - DOE
- Medical, dental, and vision insurance
- 403(b) retirement plan with employer match
- Paid vacation, holidays, and sick leave



- Professional development opportunities

Why Join Us

This is an opportunity to be part of a mission driven organization that has served seniors in Los Angeles for nearly fifty years. You will help to ensure that ever senior in our care is nourished with dignity, compassion, and consistency. Your work will directly support life-changing service for thousands of older adults who depend on us.

To Apply

Submit a resume and cover letter detailing your interest and relevant experience to jobs@svmow.org. Applications will not be considered complete without both.

This document does not create an employment contract, implied or otherwise, other than an at will relationship.