

## HR/Marketing Assistant – Warren, MI

### Organization Overview:

Lakeshore Legal Aid (LLA) strives to serve its clients in a holistic manner to address clients' legal issues and improve our communities. LLA provides free legal assistance in 44 counties in Michigan through our offices located in Detroit, Pontiac, Warren, Dearborn, Southfield, Mt. Clemens, Riverview, Port Huron, and Caro. Our work includes housing, family, and consumer, and public benefits law.

### Position Overview:

Lakeshore Legal Aid is currently seeking a full-time HR/Marketing assistant to handle a variety of personnel related administrative duties. Your role is to act as the liaison between the HR Manager and employees, ensuring smooth communication and prompt resolution of all queries.

Our ideal candidate holds an academic HR background and has previous work experience with human resources and/or marketing. Familiarity with a non-profit organization is an advantage but not a requirement. For this role, you should be able to work autonomously and assist in more complex HR duties, like posting job ads, contacting candidates, coordinating interviews, social media, etc.

Ultimately, you should be able to ensure our HR department is organized and operates to attract, hire and maintain our employees.

### Responsibilities:

- Posting job ads and organizing resumes.
- Administer pre-employment job-related testing to potential candidates.
- Scheduling job interviews and assisting in interview process.
- Ensuring background and reference checks are completed.
- HR Manager with HR projects (meetings, training, etc.).
- Handle multiple social media outlets for the organization.
- Other human resources/marketing duties as assigned.

### Qualifications/ Job Requirements:

- Must possess strong interpersonal skills.
- Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the Executive Committee, and in group presentations and meetings.
- Must be able to prioritize and plan work activities as to use time efficiently.
- Must be organized, accurate, thorough, and able to monitor work for quality.
- Must be proficient with Microsoft Office (Word, Outlook, PowerPoint and Excel).
- Basic knowledge of local, state and federal employment laws.
- Bachelor's degree in Human Resources or other related degree at an accredited educational institution is preferred.

**Salary**

Salary is commensurate with qualifications and includes excellent benefits including medical, dental, vision, life insurance/AD&D, short-term disability, long-term disability, retirement plan, vacation and personal time.

To apply, please send a cover letter and resume to [resumes@lakeshorelegalaid.org](mailto:resumes@lakeshorelegalaid.org).

*LLA values diversity and is an equal opportunity employer.*