



Job Opening: Human Resources Administrator

The Center for Sharing seeks a Human Resources Administrator to assist serving all staff members and work-study participants as we contribute to holistic community development. This full-time position is located in Pasco, WA and reports to the Director of Operations.

The Center is a training institute for servant leaders, and we are a community of practice that aspires to be servant led, trauma informed, and compassion based. We seek to develop servant leaders through practicing the principles of hospitality with all who enter our space as we welcome strangers, evoke their gifts, and seek ways to put those gifts to work in service of the common good. Over time people trend in the direction of becoming healthier, wiser, freer, more able to take care of themselves, more likely to serve others as they have been served, whether as casual guests, or work-study employees in the Collegium Café.

The HR Administrator has three primary areas of responsibility: staff support, HR operations, and significant HR process improvements. The individual who fills this role should be committed to the mission, be a positive and enthusiastic coach, a strong team player, detail-oriented, flexible, and accepting of new projects and responsibilities for continued career growth. This role provides administrative support for all human resource functions and will plan a major role in a HRIS implementation to advance our capabilities.

The HR Administer will work with a variety of staff in multiple locations and as a member of a collaborative team to:

- Administer, monitor and track and train staff on our benefit and health reimbursement program as required by law
- Provides consistent and value-added on-boarding and off-boarding logistics (both virtual and in-person)
- Provides support for staff development programs and talent acquisition
- Provides proactive and joyful customer service accurately responding to requests using key resources and subject matter experts
- Provide a high level of customer service for existing and prospective staff members and their managers
- Provide support for payroll, compensation and performance planning, and team communications
- Assists with reporting and improvement projects by partnering and stewarding tasks with others

We're looking for candidates who have:

- Bachelor's degree in human resources or related field and/or equivalent experience
- At least two years related experience required
- SHRM credential preferred and Spanish is a plus.
- Exceptional interpersonal and communication skills (written and oral) and time management skills

Salary and benefits

Center for Sharing offers a competitive salary, paid time off and sick leave, medical insurance, and 401k plan (after one year of service).

Center for Sharing is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The position is open until filled.

To apply for this position, please send a cover letter and resume to:

Donna Rassat, CFS Managing Director | donna@centerforsharing.org | 3525 East A Street, Pasco, WA 99301

The Center for Sharing is a hospitality and training institute, where the teaching of Servant Leadership, Trauma Informed Care, and an empowered worldview are carried out through three programs: Servant Leadership Institute, Collegium Cafe, and our partners in authentic community (PAC) Initiative.