



Position: Human Resources (H.R.) Assistant
Location: Computers for Youth (CFY) National Office, New York City

ABOUT COMPUTERS FOR YOUTH

CFY is the nation's leader in improving the Home Learning Environment of low-income school children. CFY works across the country to educate thought leaders and policymakers on the importance of expanding educational priorities to include learning in the home.

Since 1999, CFY has developed high-impact interventions to strengthen the home learning environment among middle school students, with programs now operating in New York City, Philadelphia, Atlanta, Los Angeles and the San Francisco Bay Area. Its signature Take IT Home program helps educators build stronger home-school connections and provides families with the key ingredients required to improve their home learning environment -- a home computer loaded with selected educational software; online family learning services; information about affordable broadband options; and hands-on training designed to help parents become more effective learning partners. Studies confirm that CFY's programs have significantly improved students' test scores and class effort and have increased parents' confidence and involvement. To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of 28 organizations in 18 states and the District of Columbia. For more information, please visit www.cfy.org.

POSITION DESCRIPTION

As an important member of the CFY team, your primary responsibility will be to increase the efficiency and productivity of the Human Resources function of CFY's national office. The H.R. Assistant reports to the Director of Human Resources. Over time, the position has the potential to grow in scope of responsibilities, particularly in the areas of screening candidates, on-boarding and orienting new staff members.

RESPONSIBILITIES

- Schedule and confirm all phone screens and in-person interviews;
- Execute job posting strategies;
- Conduct research to generate possible candidates for open positions;
- Assist with orienting new employees;
- Conduct research to generate professional development opportunities for CFY staff;
- Complete detailed note-taking during key meetings and/or interviews;
- Draft and proofread memos and correspondence;
- Assist with developing and refining Human Resources processes and systems;
- Help support a positive employment brand for CFY applicants, staffers and alumni; and
- Assist with special projects from the Chief Officer, Operations and Strategic Partnerships and Senior Executive Assistant as needed.

- *Other Duties as Assigned*

REQUIRED QUALIFICATIONS

- Demonstrated commitment to serving low-income families;
- Proven integrity and commitment to confidentiality;
- Impeccable detail-orientation, organizational and administrative skills;
- Excellent written and verbal communication skills;
- Exceptional interpersonal and teamwork skills. Sense of humor a must;
- Flexibility and ability to adapt to rapid change;
- Ability to multi-task in a very fast-paced environment;
- Ability to work independently with minimal supervision and as part of small team to complete assignments;
- Deep expertise with Microsoft Office as well as strong internet research skills;
- Undergraduate degree; and
- Ideally, experience and enthusiasm for Human Resources.

COMPENSATION AND BENEFITS

Compensation will be competitive and commensurate with experience. CFY also offers a generous benefits package.

TO APPLY

Please send a resume and a thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, and stating both your current compensation and how you heard about this opportunity, to Kieran McGrath at kmcgrath@cfy.org using the following conventions:

Subject line: HR Assistant Search

Cover Letter: yourfirstname_yourlastname_coverletter.doc

Resume: yourfirstname_yourlastname_resume.doc

Applications will be reviewed on a rolling basis. We will contact only those candidates whose professional experience meets our requirements. No phone calls please.

Computers for Youth is an Equal Opportunity Employer