



NPH USA
Raising Children. Transforming Lives.

Employment Opportunity

POSITION: Human Resources Assistant
LOCATION: Chicago, IL
SCHEDULE: Part-time (10-20 hours per week)
REPORTS TO: Director of Administration

ABOUT US:

Nuestros Pequeños Hermanos (NPH) means "Our Little Brothers and Sisters" in Spanish. NPH USA transforms the lives of vulnerable children in Bolivia, the Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, and Peru. Together, we help children overcome poverty and become productive, caring leaders in their own communities. Founded in 1954 by Father William Wasson, NPH is supporting nearly 8,000 children and young adults, both inside and outside our homes, ensuring they have a safe and nurturing place to live, an education, clothing, healthcare, and a strong family support system. In addition, NPH's St. Damien Pediatric Hospital employs more than 500 Haitians and is the only hospital wholly dedicated to pediatric and prenatal care in Haiti, a country of 11.5 million people.

If you are looking to make a dramatic impact in the life of a child, this is the job for you.
nphusa.org/impact

We support NPH through fundraising and volunteer programs. In addition to our national office, we have three [fundraising areas](#) (South and West, Midwest, East Coast) and the [St. Damien Pediatric Hospital Fund](#) each working in tandem to build support for our mission. International headquarters based in Mexico and we have fundraising offices in Europe, Australasia, and Canada.

Mission

NPH USA connects supporters' passions and interests to the transformational work of Nuestros Pequeños Hermanos impacting the lives of children, families and communities in Latin America and the Caribbean.

Vision

We envision a world where vulnerable children, families, and communities have access to the resources and opportunities they need to thrive.

Organizational Imperatives

- Honor Donor Relationships
- Fulfill Commitment to NPHI
- Live the Values of Fr. Wasson

Values

- Show GRATITUDE in all we do
- Foster authentic RELATIONSHIP and true connection
- Act with INTEGRITY always
- Accept RESPONSIBILITY for our mission and our commitments
- Work in COLLABORATION to achieve more together
- Operate with TRANSPARENCY and honesty
- Embrace DIVERSITY, EQUITY and INCLUSION, building a better organization and a better world

Summary of Opportunity:

This temporary HR administrative support role is located in Chicago and requires 10-20 hours per week from August 12th through December 31st. This position offers an opportunity to contribute across various functions within the organization. Your role will be to act as the liaison between HR and employees in support of the Director of Administration, ensuring smooth communication and prompt resolution of requests and questions. You will be involved in recruiting, onboarding, office management, documentation, board meeting preparations, and administrative support. The role requires proficiency in Microsoft products and Adobe, providing a chance to gain valuable experience and make a meaningful impact within the organization.

Your Impact & Contributions:

Recruiting

- Create job descriptions
- Assist with Job Postings, as needed by department
- Manage Recruiting inbox
- Manage job postings on various platforms (posting, contacting candidates, etc.)
- Screen incoming resumes
- Forward candidates to hiring managers
- Phone screen candidates
- Create offer letter and organizational announcements of new employee, through leadership approval

Manage Onboarding

- Draft organizational announcements for new employees, through leadership approval
- Send DocuSign agreements & orientation materials
- Create onboarding plan in support of hiring manager needs
- Schedule onboarding with employees, as needed by hiring managers

Office Management

- Office inventory
- Package/mail management
- Order office supplies for National office
- Order supplies for new incoming employees
- Assist with office meetings, celebrations, and gatherings

Documentation

- Organize and maintain employee files and records in electronic and paper form
- Organize and maintain insurance files and records in electronic and paper form

Board Meetings

- Assist in preparation of board meeting materials as needed

Administration

- Assist Director of Administration creating or updating electronic and paper documents, of updated organization policies and procedures
- Organize digital data storage for national resources via Microsoft SharePoint

Ideal Qualifications:

- Ability to work independently and multi-task to thoroughly complete concurrent projects
- Proven experience as an HR Assistant or relevant human resources/administrative position
- Experience working with MS products and Adobe PDF
- Strong communication skills
- Detailed-oriented with excellent organizational skills
- Ability to work 10-20 hours per week, in-person
- Must report to the Chicago office

How to Apply:

Send resume and cover letter to recruiting@nphusa.org. Include specific salary requirements. Please no phone calls or outside agencies. NPH USA is an Equal Opportunity Employer. We value diversity in the workplace and encourage applicants from all backgrounds to apply.