

RIHousing – Human Resources Assistant

Salary - \$51,896.00 - \$62,276.00

Please note: This pay range represents the base annual full-time salary for all positions within this job grade. The actual salary offered will depend on factors such as experience and other job-related qualifications.

What we are all about:

We are seeking a dynamic professional to serve as a Human Resources Assistant in our Human Resources Department. This role provides essential administrative and operational support to the HR team and helps ensure the smooth delivery of HR services across the organization. Key responsibilities include maintaining accurate employee records, supporting onboarding processes, assisting with HR policy and SOP administration, and contributing to the implementation of HR programs and initiatives. The HR Assistant upholds strict confidentiality and consistently demonstrates professionalism in all interactions

This is an **in-person** position based in **Providence, Rhode Island**, where you will be an integral part of our HR team. The role is designed for face-to-face collaboration and direct involvement in our office environment.

What you'll do daily:

- Manage sensitive information and provide administrative and customer-service support for the Chief Human Resources Officer.
- Work effectively in a non-routine environment by staying organized, proactive, and able to set priorities independently.
- Maintain a positive corporate image through courteous, professional communication with employees, leadership, and external partners.
- Prepare routine emails and mailings, answer phone calls, and manage incoming and outgoing correspondence.
- Keep departmental records, files, and documentation systems accurate and up to date, including personnel details, attendance, and time-off.
- Order office supplies and track inventory levels to ensure adequate stock.
- Schedule appointments, meetings, and other HR-related activities.
- Review and process check requests

How you will make an impact:

- Coordinate HR projects, meetings, and external training sessions.
- Assist with training programs, performance management cycles, and employee engagement initiatives.
- Serve as a backup facilitator for new-hire orientation.

- Manage orientation paperwork, including completing and verifying Form I-9 in compliance with federal requirements.
- Coordinate background checks, employment verifications, and other screening processes.
- Support ongoing enhancement of HR processes, workflows, and documentation.
- Assist the Chief Human Resources Officer with documentation related to HR policies, procedures, and employee handbook updates.
- Design flyers, announcements, and onboarding guides using Canva.
- Assist in reviewing, communicating, and implementing HR policy updates to ensure accurate and timely employee information.
- Maintain and distribute internal HR Standard Operating Procedures (SOPs), including version control, formatting, and alignment with current policies and regulations.
- Serve as the primary administrative owner of the internship program, ensuring a structured and positive experience.
- Collaborate with external vendors on HR initiatives.
- Manage the departmental email account, responding promptly and professionally to employee questions regarding policies, benefits, and procedures, referring complex issues to senior HR staff.
- Create purchase orders for the HR department.
- Provide backup administrative support to other departments, including Executive and Facilities/Front Desk operations.
- Perform other related duties as assigned.

What success looks like in this position:

- 1–2 years of HR support or administrative experience are required
- Strong working knowledge of Microsoft Office skills (Word, Excel, PowerPoint)
- Strong communication skills, written and verbal
- Excellent organizational and multitasking abilities
- Ability to maintain confidentiality and handle sensitive information
- Proficiency in Canva for creating HR documents, onboarding materials, and internal communications
- Basic knowledge of labor laws
- Strong attention to detail
- Enthusiasm for working within a team environment

Not sure if you meet all the qualifications? Let us decide!

Why RIHousing:

- Mission-Driven Organization
- Dedicated Workforce
- Parking Stipend

- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of “Best Places to Work” 2016, 2018, 2019, 2021 – 2026
- Greater Providence Chamber of Commerce Worksite Health Award 2013 – 2025
- PBN's Healthiest Employers of RI 2025 & 2026

About RIHousing:

RIHousing works to ensure that all people who live in Rhode Island can afford a healthy, attractive home that meets their needs. RIHousing provides loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a self-sustaining corporation and receives no state funding for operations.

Please apply through our career site: <https://www.rihousing.com/careers/>

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