



Job Announcement:
HR Assistant

Application deadline: position open until filled

Questions:

[hiring@thefoodbank.org](mailto: hiring@thefoodbank.org)
831.498.4114

FULL TIME, NON-EXEMPT

Starting salary of \$21.10 - \$22.97 per hour, DOE

Are you looking for a new opportunity to make a difference in your community? Second Harvest Food Bank is hiring an HR Assistant to support the Human Resources department with a wide spectrum of administrative duties and projects. Be part of a small but integral team working to support this organization's employees.

We are looking for an organized and motivated individual to:

- Manage the hiring and onboarding process for new employees
- Take the lead in processing benefits administration

If you are self-starter who is passionate about ending hunger
– send us your resume and cover letter!

Job description and application details are available at:

<http://www.thefoodbank.org/careers>

or come see us and drop off your resume!



800 Ohlone Parkway, Watsonville, CA 95076