Naseeha
Mental Health - USA

Human Resources Assistant

Organization: Naseeha Mental Health
Location: Remote
Status: Part-time, 4 months

About Naseeha Mental Health

Naseeha Mental Health is a leading Muslim mental-health organization providing culturally responsive, confidential, and accessible mental-health services across North America. Our core services include a 24/7 helpline, therapy programs, and community education. As demand continues to grow in the United States, Naseeha USA is focused on building sustainable funding streams to ensure these essential services remain accessible to those who need them most.

Key Responsibilities

Recruitment & Hiring Support

- Assist with posting job openings across relevant platforms and maintaining accurate job listings
- Coordinate applicant communications, including confirming applications, scheduling interviews, and sharing next steps
- Support the interview process by organizing candidate files, preparing interview materials, and coordinating logistics with hiring managers
- Help maintain recruitment records, applicant tracking systems, and hiring documentation

Onboarding & Employee Administration

- Prepare onboarding packages, employment documents, and orientation materials for new hires
- Coordinate onboarding schedules and ensure all required paperwork is completed in a timely manner
- Maintain organized and confidential employee files, including contracts, records, and compliance documentation
- Support staff with administrative requests related to employment documentation and internal processes

HR Operations & Record Management

1 866 627-3342
1 630-756-5875
www.naseehausa.org
usa@naseeha.net
7199 S Kingery Hwy #1083
Willowbrook, IL, 60527

- Track attendance records, staff training completion, and internal HR logs
- Assist in maintaining accurate records related to leave, employee updates, and organizational staffing changes
- Support HR workflow improvements by organizing documentation and streamlining internal processes
- Help ensure HR systems remain up to date, accessible, and compliant with organizational standards

Policy, Training & Staff Engagement

- Assist in reviewing and updating HR policies, staff handbooks, and internal procedures
- Help monitor employee training requirements, compliance obligations, and professional development needs
- Support staff engagement initiatives, internal communications, and team-building efforts
- Contribute to creating a positive employee experience through thoughtful HR coordination and staff support initiatives

Reporting & Administrative Coordination

- Provide regular updates on recruitment activity, onboarding progress, and HR administrative priorities
- Maintain organized records of hiring pipelines, staff documentation, and internal HR initiatives
- Assist leadership in tracking workforce needs and identifying opportunities to strengthen HR systems
- Support cross-department coordination on staffing-related administrative tasks as needed

Qualifications

- Currently pursuing or recently completed an undergraduate degree in Human Resources, Business Administration, Organizational Management, or a related field
- Demonstrated interest in human resources, employee relations, recruitment, or organizational development
- Strong communication and interpersonal skills, with professionalism in staff interactions
- Highly organized with strong attention to detail and the ability to manage multiple tasks effectively
- Ability to handle confidential and sensitive information with discretion
- Comfortable using digital tools, databases, and administrative systems

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- Interest in human resources, organizational development, administration, or nonprofit operations
- Ability to work independently while supporting broader team priorities

What Success Looks Like

Within the 9-week duration of this project, the successful candidate will have supported efficient recruitment and onboarding processes, improved organization of HR records and workflows, contributed to staff engagement initiatives, and helped strengthen the administrative systems that support Naseeha's growing team.

How to Apply

Interested candidates are invited to submit a resume to info@naseeha.net. Deadline to apply is **May 15th, 2026.**

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