

LOS ANGELES REGIONAL FOOD BANK JOB AD

POSITION: Human Resources Solutions Partner
SUPERVISOR: Human Resources Director
STATUS: Exempt



Company

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. The Food Bank serves more than 300,000 clients on a monthly basis and, in 2018, distributed 67 million pounds of food. Los Angeles Regional Food Bank employees are hired based not only because of their skills, but also because of their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles County. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all employees.

Essential Functions

This role leads activities and ensures successful results related to employee engagement, workforce management, performance management, talent development, succession planning, diversity and inclusion, communications and change management. The HR Solutions Partner affects overall organizational performance and employee engagement by providing strategic, creative and collaborative leadership across all sites (facility and external).

The successful candidate will be a creative problem solver and able to communicate at all levels of the organization.

What you'll do

- **Employee/Labor Relations:** Provide counsel and guidance to management regarding employee relations, compliance and/or performance issues. Conduct effective, thorough and objective investigations to bring issue to a reasonable resolution that is consistent with sound employee relations practices and employment law. Provide thought leadership on organizational and people-related strategy and execution, using insightful data analytics to guide decision-making and provide proactive solutions. Be an effective problem solver by uncovering the root causes, designing thoughtful timely solutions that align with our strategy.
- **Employment & Culture:** Consult with leadership to develop a people strategy that drives the best results, and ensure the culture remains in step with Food Bank Mission & Values by continually measuring and managing employee engagement. Provide expertise in organizational design, performance management, compensation, employee experience and employee engagement, coaching, learning & development, data analysis. Work closely with management and employees to strengthen work relationships, build morale, increase productivity and retention, using Design Thinking and Journey Mapping principles.

- **HR Administration and Operations:** Provide general oversight of the HR Coordinator and work closely with HR/Payroll Specialist for onboarding, payroll, benefits, and HRIS data capture. Creates and updates departmental scorecards and provides ad hoc and routine reports.

Qualifications

- 3+ years HR Generalist experience within a non-profit or distribution environment.
- Bachelor's degree in Human Resources or related field preferred. PHR designation desired.
- Knowledge of CA employment and wage & hour laws.
- Resourceful and possesses strong analytical skills with the ability to think creatively to solve problems.
- Ability to work independently.
- Detail oriented, highly adaptable and be able to maintain confidentiality in daily operations.
- Excellent interpersonal communication skills both written and verbal.
- Team-oriented and demonstrated ability to work with cross-functional teams.
- Able to use and acquire knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation. Must be proficient in MS Word, Excel, Power Point and use of the Internet, with working knowledge of HRIS systems.
- A valid driver's license with a driving record acceptable to the Food Bank's auto insurance carrier.

Benefits

We offer a comprehensive benefits package:

- Medical, dental, vision and flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability.
- 403(b) retirement savings plan.
- Employee Assistance Program.
- Vacation: Two weeks for the first three years.
- Sick Time: 10 days per year.

To Apply

Please submit a resume with cover letter and salary requirements directly to jobs@lafoodbank.org.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."