

LOS ANGELES REGIONAL FOODBANK JOB AD

POSITION: Human Resources Coordinator
SUPERVISOR: Human Resources Director
STATUS: Hourly/Non-Exempt

LOS ANGELES REGIONAL



Fighting Hunger. Giving Hope.

Company:

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. The Food Bank provides food to more than 300,000 clients on a monthly basis and, in 2017, distributed over 67 million pounds of food, which is the equivalent of 55 million meals. Los Angeles Regional Food Bank employees are hired based not just on their skills, but also 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. 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 its employees.

We are conducting a search for a Human Resources Coordinator to work with our team and bring fresh perspective to projects and initiatives designed to enhance the employee experience with the purpose of assisting the Food Bank in achieving heightened levels of organizational performance.

Essential Functions

The Human Resources Coordinator will provide administrative support and perform a variety of Human Resources functions, including preparing and maintaining HRIS reports, benefits information, new hire Welcome materials, and other duties as directed.

Principal Duties and Essential Job Functions:

- Maintain human resource information system (HRIS) records and reports. Perform monthly audits to maintain accuracy within the company human resource information system.
- Handle staffing and recruiting requests by posting job ads, reviewing incoming resumes, assist with interview scheduling, completing reference and background checks and ensuring prompt and timely closure of open jobs.
- Process insurance bills and service invoices such as background checks, pre-employment physical exams, etc.
- Design flyers, posters and e-messages for the purpose of drawing interest to wellness challenges
- Work with team members to design and plan training programs and learning paths
- Assist with questions regarding payroll, benefits and HR.
- Design, plan and distribute quarterly pulse surveys for the purpose of gathering feedback in an effort to continually improve our internal processes
- Communicate all concerns regarding HR, Payroll and Staffing to the appropriate Supervisor on a timely basis.
- Answer employee questions about policy and procedures
- Creates and updates HR Dashboard, departmental scorecards and provide ad hoc and routine reports.
- Additional duties as assigned.

Qualifications:

- Bachelor of Arts degree in Business Administration or related field of study; or 2 – 4 years' experience in Human Resources within a non-profit or unionized environment; or equivalent combination of education and experience.
- Highly adaptable, flexible and attentive to details.
- Professional verbal and written communication skills and presentation.
- Detail oriented and well organized.
- Ability to maintain excellent quantity and quality of work in a high volume, fast paced work environment
- Commitment to the seven values of the organization: respect, stewardship & accountability, collaboration, urgency, service, integrity and diversity.
- Ability to work well under pressure with minimum supervision.
- Ability to safeguard and maintain confidentiality of personnel information.
- Bilingual English/Spanish.

Benefits:

We offer a competitive benefits package:

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan
- Employee Assistance Program
- Vacation: 2 Weeks for the first 3 years.
- Sick Time: 9 days per year

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> with résumé. As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

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