

LOS ANGELES REGIONAL FOOD BANK JOB AD

POSITION: Human Resources Generalist
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.

The HR Generalist will manage a variety of HR projects and initiatives in partnership with other team members, designing creative solutions to drive innovation in problem solving; a thorough knowledge in the areas of Employee/Labor Relations, Legal Compliance, Employee Safety, and Benefits will be required.

The ideal candidate is a continual learner, analytical with strong technology skills, able to look at the broader picture to identify opportunities and legal implications, have a strong service ethic, and be able to work confidently alone or with a team in a dynamic, fast-paced environment where every dollar counts. If you're currently working in a highly-structured "boxed-in" workplace and want to break out to do more, we would love to hear from you!

Employee/Labor Relations: Build strong working relationships, demonstrating a high-level of integrity and purpose, and establishes a proactive and creative approach to finding solutions. Addresses employee/labor relations matters in accordance with the Collective Bargaining Agreement. Collaborates with leadership in administering HR policies and procedures to ensure that employees are treated fairly, equitably, and consistently to establish a supportive work environment and to avoid potential legal liabilities.

HR Administration: Implement and administer HR systems and workflow process that are nimble, fully digitized and have the capacity to scale up to support the planned growth and expansion of the organization. Emphasize the importance of building healthy teams and relationships through empathy, respect, fairness and adherence to applicable state and federal laws.

Employee Safety: Serves as a member of the Safety Committee and works with team managers and supervisors to assure safe work environment, working closely with claims adjusters for prompt closure of open claims.

Qualifications

- 5+ years HR Administrative or Supervisory experience within a non-profit or distribution environment, prior experience with Union highly desired.
- Bachelor's degree in Human Resources or related field preferred. PHR/CP designation is helpful but not required.
- Knowledge of CA employment and wage & hour laws.
- Excellent interpersonal communication skills with strong EQ and relationship-building skills, tactful, empathetic and able to maintain confidentiality.
- Effective consultative approach with employee relations issues; serves as steward of talent assets of the organization to ensure an ethical and responsible approach in the decision-making process
- Must possess strong analytical skills with the ability to think creatively to solve problems
- Good project management and organizational skills including the ability to track and manage tasks and accomplish goals in expeditious manner.
- Must be 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 such as Paychex, ADP, etc.
- Ability to work cohesively as a team as well as work independently, demonstrating a service-first ethic
- Must possess at any time a valid driver's license with a driving record acceptable to LARFB 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: Ten 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."