

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: Human Resources Intern
SUPERVISOR: Human Resources Director
STATUS: Hourly/Non-Exempt, Part-time



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 2019, distributed 81.2 million pounds of food. Los Angeles Regional Food Bank employees are hired because of their skills, and 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 FUNCTION

The Human Resources Intern is responsible for providing administrative support and performing a variety of Human Resources functions. This role will work closely with, and receive supervision from, the Human Resources team. The Intern will be exposed to a wide variety of Human Resources functions including benefits enrollment, timekeeping and payroll, hiring and onboarding, compliance, and record keeping.

WHAT YOU'LL DO

Payroll and HRIS Management: Assist with human resource information system (HRIS) records and reports. Perform monthly audits to maintain accuracy within the company human resource information system. Assist the HRIS/Payroll Specialist with transition requirements for migrating payroll to new platform. Maintains and/or prepares forms and reports as necessary for employee records, including but not limited to hire, change, promotion, and benefits reports and records.

Recruiting, Hiring, and Onboarding: Handle staffing and recruiting requests by posting job ads, reviewing incoming resumes, assisting the Talent & Culture Lead with scheduling his calendar, completing reference and background checks and working closely with the HR Generalist to ensure prompt and timely closure of open jobs. Work with team members in on-boarding all new employees.

Compliance and Employee Relations: Work with HR Generalist to file workers' compensation claims, assist in scheduling of follow-up medical appointments and capturing accurate data on the OSHA 300 log. Assist with the design and distribution of quarterly pulse surveys for the purpose of gathering feedback in an effort to

continually improve our internal processes. Answer employee questions about policy and procedures, and refer to the HR Generalist as needed.

QUALIFICATIONS

- Enrolled in a 4-year university, completing junior or senior year of Business Administration or related program.
- 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 highly desirable.
- Ability to interact with people of diverse backgrounds.
- Interest in the problem of hunger and poverty.

To apply, please submit cover letter and resume 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.

In instances of a federal, state or locally declared emergency, Los Angeles Regional Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

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