

LA's BEST
Human Resources Manager
(Job Posting – June 2023)

About LA's BEST

Our mission to keep kids engaged, provide social and emotional connection and support working families remains paramount. For over 30 years, LA's BEST has provided safe, supervised afterschool enrichment for elementary school students in neighborhoods with the highest needs and fewest resources. LA's BEST engages children creatively, emotionally, intellectually, and physically, empowering them to explore and discover the opportunities in their lives. We inspire and prepare children to create lives full of choices.

Job Overview and Responsibilities

People are our most important asset and we are looking to add a HR Manager who is passionate about people development to our Los Angeles, California office to ensure we have an engaging and productive workplace where everyone works to realize our established mission and goals. As a critical member of our team at LA's BEST, you will report to the Controller. You will be responsible for overseeing the daily operations of human resources for the organization, working closely with management to implement and maintain beneficial HR programs across departments such as recruitment, onboarding & offboarding, employee relations, performance management, training & development and employee engagement initiatives. A successful HR Manager will promote the company values and help shape a positive culture for employees.

Core Competencies

- Excellent Verbal and Written Communication Skills
- HR Best Practices
- Cultural Awareness
- Teamwork Orientation
- Innovative
- Results Oriented
- Strategic Thinker
- Performance Management
- Time Management and Organization
- Relationship Management

How will you contribute?

- Develop and implement HR strategies and initiatives aligned with the overall business goals
- Foster a positive organizational culture
- Manage the recruitment and onboarding process
- Oversee and manage performance review process and revise as necessary
- Support Finance with the administration of payroll, timekeeping, and the compensation program; run payroll reports and audits
- Handle employee relations issues, corrective action counseling, and exit interviews

- Assess needs and build, implement and manage training and development programs
- Participate in developing organizational goals, objectives and systems
- Work with management and provide decision recommendations
- Maintain company organization charts, employee files, and HR documentation
- Coordinate open enrollment and assist with benefits administration
- Help facilitate and support Diversity, Equity and Inclusion initiatives
- Develop partnerships with local organizations to develop staff pipelines
- Maintain compliance with federal, state, and local employment and benefit laws and regulations
- Other duties as assigned.

Qualifications and Experience Requirements

- Proficient in Microsoft Office Suite or related software
- Professional, enthusiastic, responsible, and dependable team player
- Excellent organizational skills
- Excellent oral and written communication skills
- Can work well under pressure
- Self-motivated, takes initiative, and willing to acquire new skills
- Experience with and a commitment to diversity, equity and inclusion (DEI) initiatives
- Bachelor's degree (B.A.) from four-year college or university in HR or a relevant field
- Five or more years proven HR leadership experience; or equivalent combination of education and experience.
- Preferred: PHR or SHRM certification

Compensation

\$70,000-\$100,000 depending upon experience

Company Benefits

LA's BEST provides Employer paid medical, dental, & vision insurance for employee, life insurance, short-term and long-term disability coverage, 401(k) retirement plan with a 4% match after one year of continuous employment, holiday and vacation pay, cell phone stipend, and other benefits.

Equal Opportunity

LA's BEST, is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to age, race, religion, gender, sexual orientation, national origin, and disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request (LA's BEST is pleased to provide such assistance, and no applicant will be penalized as a result of such a request).

How To Apply

Please send a cover letter and your resume to [hiring@lasbest.org](mailto: hiring@lasbest.org). Responses requested by June 30th.