



Position: Human Resources Supervisor
Department: Human Resources
Reports to: Associate Director
Salary: \$60,000 Annually
Status: 100%, Regular, Exempt, Full-Time
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: Under the general direction of the Associate Director manage the recruiting and hiring process, HRIS, and assists in all areas of Human Resources operations and programs. This position carries out responsibilities in the following functional areas: recruitment/employment, employee relations, training, performance management, onboarding, and employment law compliance.

ESSENTIAL FUNCTIONS:

- 1) Develops and drives recruitment strategies to achieve required staffing levels and effective programs to attract candidates;
- 2) Manages recruitment processes, including overseeing the placement of all job advertisements, in compliance with organizational and organized labor practices;
- 3) Identifies and utilizes new sourcing methods including inclusive job boards, job fairs/career events and building networks to find candidates; schedules and attends events;
- 4) Engages hiring managers through full cycle recruitment and strategically screening resumes, interviewing candidates (by phone or in person);
- 5) Delivers employment offers for both exempt and non-exempt position openings;
- 6) Manages and maintains recruitment systems and applicant tracking system to ensure candidate flow;
- 7) Conducts new-employee orientations and ensures orientation material is updated and complies with applicable regulations, local, state, federal laws, and Collective Bargaining Agreements;
- 8) Develops and conducts training programs for managers with a goal of effectively recruiting staff and reducing turnover;
- 9) Reviews job descriptions for consistency and appropriateness of job duties and placement; may conduct job studies, and assist hiring managers with developing and revising job descriptions;
- 10) Researches, analyzes, prepares and presents various reports including recruitment, hiring, retention, and turnover statistics;
- 11) Responsible for recruiting, selecting, developing, mentoring and coaching staff and inspiring and motivating individual and team performance;
- 12) Works with the Marketing & Communications department to develop recruitment materials that are a positive reflection of the Los Angeles LGBT Center (Center) and to promote open positions on the Center's social media platforms;
- 13) Handles complex and/or sensitive HR functions and services including salary and benefit data research and analysis, benefits program enrollment processes as they relate to the recruitment program; engage with supervisors in resolving employee complaints; preparation, presentation and evaluation of agency-wide training programs, and completion of special studies and reports relating to a variety of Human Resource program activities;
- 14) Advises and instructs department management staff and employees regarding the proper methods and procedures to use on a variety of HR transactions, programs, and issues involving policy or labor law;
- 15) Other duties as assigned;

Page 1 of 2 – See Page 2 for Job Qualifications and Experience

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



Position: Human Resources Supervisor
Department: Human Resources
Reports to: Associate Director
Salary: \$60,000 Annually
Status: 100%, Regular, Exempt, Full-Time
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403(b) retirement plan

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) 6+ years of progressive Human Resources experience in an organization with a staff of 700+;
- 4) 2-3 years of experience as a recruiter required;
- 5) 5+ years of direct experience supervising staff required;
- 6) Bachelor's degree in Human Resources, Business Administration, or similar field or equivalent experience;
- 7) Experience with California labor law, specifically FEHA, and wage and hour laws;
- 8) Experience with labor unions required;
- 9) Knowledge of non-profit operating practices, a plus;
- 10) Considerable knowledge and hands-on experience with effective recruitment practices, applicant tracking systems, database systems, and highly skilled with MS Office Suite;
- 11) Excellent interpersonal relationship-building coaching skills with a strong attention to detail;
- 12) Strategic thinker with advanced problem-solving skills and the ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information;
- 13) Ability to communicate clearly, both written and orally, including communicating with employees, members of management, and in group presentations and meetings;
- 14) Ability to prioritize and plan work activities in an efficient and effective manner;
- 15) Demonstrated ability to organize workflow, be accurate and thorough, and able to monitor work for quality;
- 16) Able to identify professional development opportunities and activities focused on skills and management progression and self-motivated to strengthen capabilities;
- 17) Bilingual (English/Spanish fluency) skills, a plus;
- 18) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.