

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: HR Coordinator
SUPERVISOR: HR Solutions Director
STATUS: Hourly/Non-Exempt



PAY RANGE: \$25.00 - \$30.00 Hourly

The base pay offered will consider internal equity and may vary based on the candidate's job-related knowledge, skills, experience, and other factors.

LOS ANGELES REGIONAL FOOD BANK

The mission of the Food Bank is to mobilize resources to fight hunger in our community. To fulfill our mission, we source and acquire nutritious food and other products and distribute them to people experiencing nutrition insecurity through our partner agency network and directly through programs; energize the community to get involved and support hunger relief; and conduct hunger and nutrition education and awareness campaigns and advocate for public policies that benefit the people we serve. Food Bank employees are hired because of their unique skills, diverse perspective, and 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 FUNCTIONS

The position of HR Coordinator will be responsible for providing administrative support and performing a variety of Human Resources functions. These functions include onboarding, compliance, benefits, employee/labor relations and maintaining human resources records, policies, forms, and all other responsibilities as directed. Ensures all records, reports, forms processing, and handling of confidential and time-sensitive documents is kept in line with policy and established practice. Reports to and receives supervision from the HR Solutions Director and works closely with the HR team.

WHAT YOU'LL DO

Employee Support, Communication & Relationship Management: Provide customer-centric, responsive and accurate information to internal clients through phone, in-person and email interactions. Emphasize the importance of building healthy teams and business relationships through empathy, respect, fairness and adherence to applicable state and federal laws. Answer employee questions about policies and procedures, and refer to other HR team members as needed. Communicate all concerns regarding HR, Payroll and Staffing to the appropriate Supervisor on a timely basis. Assist with employee/labor relations and compliance matters as needed. Support onboarding and new hire process. Work with our MarComm team to design flyers, posters and

e-messages for engagement activities, health & wellness challenges, and surveys. Assist with HR and company-wide events and programs. Assist with various committees and councils (Events Committee, Health and Wellness Committee, IDEA Council). Schedules and coordinates company-wide trainings. Direct interaction, employee experience, internal customer service, engagement, and relationship-building. May serve as back-up to Front Desk Attendant, assisting with visitors and conference room reservations/setup as needed.

HR Operations, Data Management & Administrative Compliance: Work with the HR team to process all department invoices and vendor payments and expense them in Abacus. Maintain Leave of Absence administrative process and records to ensure the system accurately reflects time off. Assist with annual open enrollment and ongoing benefit enrollment system. Assist with HR Dashboard preparation, including preparing reports and auditing information. Maintains and audits HR processes, records, and personnel files for current and terminated employees according to protocol. May assist with time and attendance as needed. Assists with HR Projects and Presentations. Duties and responsibilities are subject to change based on business needs.

QUALIFICATIONS

- Bachelor of Arts degree in Business Administration or related field of study; and 2 – 3 years' experience in Human Resources within a non-profit or unionized environment; or equivalent combination of education and experience.
- Knowledge of CA employment and wage & hour laws.
- Must be resourceful and possess strong analytical skills with the ability to think creatively to solve problems
- Ability to work cohesively as a team as well as work independently, demonstrating a service-first ethic
- Well organized and detail oriented, highly adaptable and be able to maintain challenging projects
- Excellent interpersonal communication skills with strong EQ and relationship-building skills
- 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, PowerPoint and use of the Internet, with working knowledge of HRIS systems such as Paychex, ADP, etc.
- Highly adaptable, flexible and attentive to details.
- Tactful, empathetic and able to maintain confidentiality.
- Passion for the advancement of the organization's mission.
- Bilingual English/Spanish.
- Passion for the Food Bank's mission and commitment to the values of the organization: collaboration, inclusion, diversity, equity, accessibility, respect, service, stewardship & accountability.
- Possess a valid California Driver's License and have access to a reliable, insured vehicle. Must be able to travel within Los Angeles County as required. Work assignments may include various facilities and hubs across Los Angeles County, including locations in Los Angeles and the City of Industry, CA. Flexibility to commute between Food Bank facilities as needed is essential.

BENEFITS

We offer a comprehensive benefits package:

- Medical: Employee HMO coverage as little as \$10 per bi-weekly paycheck and access to Nonstop Health funds
- Dental: Employee HMO coverage available at no cost
- Vision: Comprehensive vision insurance with generous allowances for examinations and material costs
- Flexible Spending Accounts
- Employer-paid Life Insurance and Long-Term Disability
- Optional Long-Term Care Insurance
- 403(b) retirement savings plan with employer match
- Employee Assistance Program (EAP) with expanded Mental Health
- Employee recognition programs
- Growth & career development support for professional certifications and additional training resources
- Vacation: Two weeks annually for the first three years
- Holiday: Nine paid holidays; eligible upon date of hire
- Sick Leave Time available

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.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer." Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. The Food Bank fosters an organizational culture where ideas and decisions from all people help us grow, innovate, and serve in a rapidly changing world. We strongly encourage people from underrepresented groups to apply.

Interested in joining our team? To learn more about this opportunity and apply, visit our [Career Center](#).