



JOB TITLE: Director of Human Resources

REPORTS TO: SVP of Finance and Administration

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to manage, oversee and perform essential Human Resource functions.

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

SUMMARY OF ESSENTIAL FUNCTIONS

- Manage and maintain Human Resources functions and Employee Relations so that they are in compliance with applicable laws and regulations
- Recruitment, onboarding, employee retention
- Process and oversee payroll, benefits, worker's compensation insurance and related vendors
- Oversee performance management and training functions
- Chair safety committee
- Assist in AmeriCorps recruitment and onboarding
- Other duties and assignments as needed
- Provides HR support to office, retail, and construction sites
- Consult with management and employees on application of HR policies, procedures and regulations
- Full cycle talent management including recruiting, onboarding, retention, training, education, offboarding/termination
- Mediate employee relations issues and conduct investigations
- Generate and audit annual EEO-1 reports in compliance with federal regulations
- Facilitate performance management process - 90 day and annual evaluations
- Manage benefit plans including contract renewal and open enrollment
- Process or review semi-monthly payroll
- 401(k) Administration via 401(k) vendor website
- Process all Worker's Comp. and general liability claims
- Chair the Safety Committee: conduct meetings, update practices and policies as needed
- Assist with AmeriCorps Member recruitment and onboarding
- Other duties and assignments as needed

Visit us at: www.habitatla.org

Employment is contingent upon completion of a satisfactory background check and drug screen

**Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status and will consider qualified applicants with criminal histories in a manner consistent with the [Los Angeles Fair Chance Initiative for Hiring](#).*



Building a Greater Los Angeles

SUMMARY OF JOB QUALIFICATIONS

- 3-5 years of professional HR related experience
- A.A., or B.A. or higher
- Desired: PHR, SRM-CP, Certificate in HR Management

Bi-Lingual (English and Spanish) not required but preferred. This is full-time position. Work schedule is Monday - Friday, 9 am – 6pm with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver’s license and meet the state required amount of personal automobile liability insurance.

BENEFITS AND COMPENSATION: We offer a full benefits package: medical, dental, and vision coverage; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores. **Compensation:** DOE

TO APPLY (NO CALLS OR WALK-INS PLEASE):

If you’d like to join our team, please send a **cover letter, resume and salary requirements to:**

EMAIL: HR@habitatla.org (Preferred)

MAIL: 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



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