



**JOB TITLE: Human Resource Coordinator**  
**REPORTS TO: Director of Human Resources**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to be responsible for the daily administration of Human Resources and to provide administrative support to the Director of Human Resources. The HR Coordinator will also be cross-trained in some Operations related tasks so that he or she can assist or fill in as needed

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
- Carry out day-to-day HR tasks related to benefits, new hires, terminations, training, leaves of absences, reporting, and payroll.
- Provide administrative support to the Director of Human Resources.
- Payroll processing and administration.
- Other duties as needed.

#### **SUMMARY OF JOB QUALIFICATIONS**

- At least 1 year of experience in human resources. Desired experience includes processing payroll, HRIS or HRM system maintenance, vendor management, and working positively with all levels of an organization. Experience with organizational development initiatives is a plus
- College degree or equivalent experience.

Bi-Lingual (English and Spanish) not required but preferred. This is full-time position. Work schedule is Monday - Friday, 8:30 am – 5pm 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

Visit us at: [www.habitatla.org](http://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

**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](mailto:HR@habitatla.org) (Preferred)**

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



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