



1231 N. Spring St. Suite C-102 ♦ Los Angeles CA 90012 ♦ TEL (323) 463-3171 ♦ FAX (323) 463-1062 ♦ www.seela.org

POSITION DESCRIPTION

TITLE: Human Resource Manager

STATUS: Exempt; Full-time

LOCATION: Hybrid: Telecommuting

COMPENSATION: Starting at \$65,000

SCHEDULE: 40 hours a week M-F, some after hours or weekends as needed

About SEE-LA

Founded in 1996, Sustainable Economic Enterprises of Los Angeles (SEE-LA) is a leading Southern California nonprofit organization, connecting people to healthy food, promoting economic development, and building sustainable food systems. We operate the largest network of mission-driven farmers' markets in Los Angeles as well as programs that provide nutrition education, food access, and opportunities for small regional farms and local food businesses to thrive.

Our programs include:

- Operating a network of community-based certified farmers' markets in Los Angeles.
- Piloting and championing programs that stretch public nutrition benefits for the purchase of fresh, nutrient-rich food.
- Providing extensive nutrition education programs to low-income families and to children in underserved schools.

Summary of Responsibilities

SEE-LA is seeking a highly motivated team player to join SEE-LA's growing team as its first internal HR Manager. The individual will have the opportunity to review SEE-LA's current systems and establish goals and an implementation plan for improvement of SEE-LA's organizational capacity related to human resources management and grant compliance. Key aspects of this role include, but are not limited to: spearheading the development of staff onboarding practice, implementing professional development and training programs that build organizational culture, promote staff development, and maintain compliance with human resource and grant policies and procedures. The optimal candidate is passionate about SEE-LA's mission and demonstrated commitment to bringing people together for a thriving and positive work environment amidst the often under resourced and fast paced non-profit environment.

Specific Responsibilities

- Understand and Implement company culture, values and policies and make changes whenever required
- Provide Executive and Program Directors with a high level of strategic guidance related to HR policies and procedures
- Ensure the organization is compliant with Federal, State, and Local HR-related policies
- Update the SEE-LA employee handbook and develop new HR policies as needed

- Works closely with program management to remain updated on staffing needs
- Manage talent acquisition process including recruitment, onboarding and orientation
- Plan and oversee employee benefits programs
- Maintains a current electronic personnel file for each employee that is accurate and up to date
- Provide requested reports and documents
- Manage the staff professional develop budget and organize staff trainings focused on leadership development, staff professional development, diversity, equity, and inclusion, etc.
- Coordinate events and internal procedures focused on employee recognition and retention
- Participate in regular department check-in's and report out any HR related topics to department heads
- Partner with department heads and supervisors on any employee related issues or concerns
- Attend SEE-LA staff meetings and trainings as required, participate in internal working groups and other collaborative activities as time permits
- Prepare and submit grant applications and reports within deadlines. Including, but not limited to:
 - Gather needed personnel and organizational information for grant applications
 - Work with the finance team and grant manager(s) to develop a method for identifying and tracking grant outcomes and objectives
 - Work with Executive Director and grant manager(s) to ensure grants are operating according to funder requirements
 - Support grant managers in defining and developing program goals and target outcomes, put in place methods for tracking outcomes
 - Refine budgets for optimal presentation to funder
 - Compile supporting information related to specific grant applications from outside sources as needed
 - Attend briefings related to specific grants
 - Performs other duties as required

Qualifications and Skills

- At least 4 years of experience as HR manager and 2 years of experience working in Non-Profit Sector (preferred)
- Extensive experience influencing business leaders individually and collectively. Capability to propose solutions others are reluctant to address, act in the face of resistance, and advocate for the best interests of the organization
- Successful record of building and improving operational processes and procedures, ability to drive program efficiency
- Strong problem-solving skills, critical thinking, and willingness to be vocally self-critical
- Experience handling sensitive employee relations matters. Well-versed in HR compliance, legislation and best practices
- Strong ownership and attention to detail
- Exceptional communication and relationship building skills. Highly collaborative style and desire to work as a team with a results-driven approach
- PHR/SHRM certified (preferred)
- Written/Verbal Spanish fluency is a big plus

Benefits

- Employer covered Health, Dental, and Vision Insurance Coverage upon completion of 90-day probationary period
- 160 hours Paid Time Off / year for first two years (increases year 3) +14.5 paid holidays
- Subsidized Employee Assistance Program
- Option for 403b Retirement Plan
- Remote work stipend, company cell phone and computer

Physical Demand and Work Environment

While performing the duties of this job, the employee is regularly required to stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard, reach, stoop, and kneel to install small appliances like computer equipment. Most work will take place indoors, and may occasionally require standing for up to 1 hour or lifting up to 25 lbs. May perform related duties as assigned by management.

To Apply

Qualified candidates should submit a cover letter and resume to: employment@see-la.org
Email submissions only, use subject line "HR Manager." No phone calls or faxes will be accepted.

SEE-LA makes hiring decisions without regard to gender, race, color, religion, gender, gender orientation, identity, or expression, national origin, age, veteran status, disability, or any other protected class and is committed to hiring and retaining a diverse workforce and strongly encourages applications from groups that have been historically underrepresented.

Opportunity open until filled.

DISCLAIMER: The above is intended to describe the general contents and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.