



**JOB TITLE:** Director of Human Resources  
**CLASSIFICATION:** Exempt  
**REPORTS TO:** Chief Operating Officer  
**DATE:**

**MISSION STATEMENT:**

To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence and poverty by building a community institution capable of involving thousands in creating, influencing and changing public policy.

**ORGANIZATION OVERVIEW:**

Community Coalition is a non-profit social justice organization working to address social and economic conditions in South LA by empowering residents to fight for policy solutions that build up the community. Since 1990, Community Coalition has built a groundbreaking, community-driven approach to creating change. We elevate the voices of our members, shift power to the community, and tackle the root causes of poverty, crime and violence. Together we are creating a more prosperous, safer and healthier South LA.

Community Coalition's projects and victories include stopping the expansion of liquor stores in South LA, supporting gang violence prevention programs, creating foster and family care support programs, hosting art and music festivals and healthcare enrollment fairs. Community Coalition has also registered and mobilized thousands of voters in South LA, participated in the process to create a federal Promise Zone for South Los Angeles and creates leadership opportunities for young people with the South Central Youth Empowered through Action program and Freedom School, among other projects.

Community Coalition is an equal opportunity employer. People of all races, religions, and gender identities are encouraged to apply.

**POSITION DESCRIPTION:**

The Human Resources Director is charged with managing the administration of human resource policies, procedures and programs in the areas of recruitment and hiring, employee orientation and training, policy development & documentation, employee relations, performance management and benefits administration.

The Director of Human Resources is responsible for managing the administration of human resource policies, procedures and programs, and leads the talent acquisition lifecycle on behalf of Community Coalition. The Director of Human Resources partners with each department to design and implement talent recruitment, hiring, and onboarding processes, and will be an integral part of employee support and staff development functions. Reporting to the Chief Operating Officer, the Director of Human Resources, will be a vital part of the People Investment Department, and will have wide ranging responsibilities to advance staff development and growth goals, including but not limited to: employee orientation and training, policy development and documentation, performance management, benefits administration,

and employee relations. This position accomplishes its duties through strong professional partnerships, relationship-centered leadership, attentiveness to systems and processes, and diligent administrative practice.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):**

1. Implement and manage the day-to-day Human Resources functions for the People Investment Department
2. Advance organizational knowledge and integration of current HR policies and procedures
3. Develop new systems and facilitate strategic partnerships to grow talent pool and increase pipeline into career opportunities at Community Coalition
4. Draft, post and disseminate job descriptions for full-time opportunities
5. Lead employee orientation and training program
6. Provide leadership and direction to the employee relations, personnel support, and disciplinary functions of the People Investment Department
7. Oversee the annual performance evaluation schedule
8. Ensure the smooth administration of employee benefits
9. Serve as liaison with employee attorney and manage specific insurances related to workman's comp
10. Identify ways to reduce organizational liability and maintain compliance standards in accordance with local, state and federal law

**QUALIFICATIONS:**

**Knowledge Requirements**

- Familiarity with South Los Angeles and issues impacting the community
- Familiarity with HR policies, procedures, and compliance requirements
- Familiarity with public contract stipulations related to employee management
- Skills in independently prioritizing, planning, coordinating, organizing, leading and monitoring multiple organizational projects of a complex nature simultaneously and quickly adapting to changes in time frames
- Skills in researching and analyzing issues to identify creative solutions
- Exemplary customer service skills including the ability to identify needs, provide prompt response, and exercise patience, respect and professionalism in all interactions
- Highly proficient computer skills including Word, Excel, PowerPoint, and email applications

**Skill Requirements**

- Leadership
- Strategic Thinking
- Data-Driven
- Administration

**APPLICATION INSTRUCTIONS:**

Please send resume & cover letters to [jobs1@cocosouthla.org](mailto:jobs1@cocosouthla.org), the subject should read "Director of Human Resources: First Name Last Name". No phone calls please.