



JOB TITLE: Human Resources Associate
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 Associate is charged with the responsibility of partnering with individual staff members to achieve their professional and political development goals through structured programming, coaching and resource management. Reporting to the Chief Operating Officer, the Human Resources Associate will be a vital part of the People Investment Department, and will have wide ranging responsibilities in the recruitment, training, skills development and general support of staff. The Human Resources Associate provides the day-to-day management and support of staff development and training programs and will be integral to the cultivation of an engaging, productive and supportive work culture. The Human Resources Associate will work directly with the Chief Operating Officer and Director of Human Resources to achieve organization-wide goals. This position accomplishes its duties through strong professional partnerships, relationship-centered leadership, attentiveness to systems and processes, and diligent change management practice.

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

1. Implement and manage the day-to-day logistics for both the staff training and individual development programs
2. Develop new systems and processes for tracking the individual development of staff across the following key domains: professional, political and wellness
3. Serve as a thought partner and collaborator in the People Investment Department in order to launch new people-centered initiatives and activities
4. Support weekly staff meetings and guide the internal coordination of organizational announcements
5. Responsible for managing data, logistics and administrative processes associated with people investment department activities
6. Provides timely, accurate and complete reports on the impact of organizational processes and staff development progress to the management teams on a quarterly basis
7. Collaborate with the Chief Operating Officer to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the growth of the objectives of the organization
8. Foster a customer service culture to support staff-related processes within all departments

QUALIFICATIONS:

Knowledge Requirements

- Familiarity with South Los Angeles and issues impacting the community
- Familiarity with organizational development evaluation programs and systems
- 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, the subject should read “Manager of Organizational Effectiveness: First Name Last Name”. No phone calls please.