



**Position: Human Resources Manager
Skid Row Housing Trust, Los Angeles, CA**

Salary: salary and benefits commensurate with experience

Organization Overview

Skid Row Housing Trust (the “Trust”) is a nationally recognized nonprofit corporation that produces, preserves and operates supportive housing in and around downtown Los Angeles. The Trust serves the poorest and most vulnerable people in Los Angeles, including homeless individuals and those who may become homeless. Our VISION is that all residents of downtown Los Angeles have a home that is affordable and safe.

Overview of position

The Trust is seeking an experienced Human Resources Manager to provide strategic HR management in support of furthering the organization’s mission and success.

The HR Manager will be responsible for the planning, development, implementation and administration of the organization’s human resources, which includes (employment, compensation, employee relations, legal compliance, benefits and staff development, equal opportunity employment, affirmative action and health and safety programs.

This individual will have strong management skills, “big picture” thinking with proven experience building relationships with an emphasis on trust and credibility.

Responsibilities

- Oversee all operations of the Human Resources Department. Monitor human resources and administration to establish standards and procedures. Continuously identify opportunities for improvement and resolve discrepancies.
- Direct supervision of a HR Coordinator and an Administrative Assistant.
- Ensure that human resources policies and procedures are consistently applied throughout the organization.
- Determine, recommend and formulate employee relations policies, practices and procedures necessary to establish a positive employer–employee relationship and promote a high level of employee morale and motivation.
- Partner with Executive Management to develop, implement and manage employee recruitment and retention strategies. Lead, plan and manage all recruiting functions including advertising, screening, interviewing, and selection to attract and develop a pipeline of talent in support of the organizations’ needs.
- Continually review vendor relationships to validate ROI and serve as main point of contact for contraction initiation or renewal.
- Conduct competitive market research (compensation and benefits surveys) to establish pay practices and salary ranges that assist in the recruitment and retention of superior staff.
- Oversee Administration and Information Technology functions and staff to strategically and effectively maintain office systems, record retention, and equipment.



Candidate Qualifications

Required

- Bachelor's degree required.
- 5-10 years of human resources experience with at least 3 at a management level.
- Generalist experience in employee relations, employment law, employee benefits, compensation, administration and operations.
- A proven ability to interact well with all levels in an organization and to maintain constructive communications and healthy working relationships with executive and senior management teams, front-line staff and residents/clients.
- Excellent interpersonal, written and verbal communication skills.
- Strong analytical and problem-solving skills, including proven effectiveness in dispute resolution.
- Demonstrated ability to work effectively in a fast-paced environment, ideally a non-profit setting
- Mission driven.
- Valid California driver's license and have the availability to travel within the organization's service area.

Preferred

- Advanced degree or professional certification is preferred

Please email cover letter and resume to careers@deltaprimeconsulting.com