

JOB TITLE: Contracts and Grants Administrator



Bienestar Human Services, Inc. is a unique non-profit social service organization that successfully improves the health and well-being of the underserved Latino community in Southern California. BIENESTAR uses a uniquely relevant, peer-based approach, combined with 100% cultural competence and community outreach, to improve the outcome of public health. BIENESTAR networks with other social service organizations to provide a complete package of support to its clients.

POSITION DESCRIPTION:

Working under the Chief Operating Officer, the Human Resources Coordinator plays an important role in building and maintaining company culture through the hiring process and employee relations. The Human Resources Coordinator is responsible for oversee daily administrative functions like onboarding, staffing, trainings and dealing with employee questions and concerns. Human Resources Coordinator should set the tone from employee relations to compliance issues and assuring all employee are treated equally.

SUMMARY OF DUTIES/RESPONSIBILITIES:

- Manage the staffing process, including recruiting, pre-screen interviewing, hiring and onboarding
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Develop training materials and performance management programs to help ensure employees understand their job responsibilities
- Create a compensation strategy for all employees based on market research and pay surveys; keeps the strategy up to date
- Serves as a resource to staff to address agency's policies and procedures, examines employee issues and conflicts and bring them to resolution.
- Ensure the organization's compliance with funder requirements as well as local, state and federal regulations
- Work with Center Leads to make sure all compliance documents are met from State and Local agencies.
- Other duties as assigned

QUALIFICATIONS:

- A bachelor's degree in human resources, labor relations, organizational development, business, finance or related area; relevant work experience may be a substitute
- Effective verbal and written communication skills
- Bi-lingual English/Spanish preferred
- Conflict resolution experience
- Demonstrated proficiency in the Microsoft Office suite

- Knowledge of a broad range of human resource protocols, strategies and practices, including compensation, performance management, safety, hiring and employee relations; able to apply these strategies and practices in compliance with employment regulations
- Ability to create a culture of inclusivity, collaboration and teamwork
- Experience with analyzing data to guide strategic employment planning

HOURS: Full Time Position, Exempt Status

SALARY: \$69,000-\$76,000. Commensurate with education and experience.

LOCATION: BIENESTAR East LA, 5326 E. Beverly Blvd, Los Angeles, CA 90401

SEND COVER LETTER & RESUME: Hrjobs@bienestar.org

***Position Will Remain Open Until Filled. Bienestar Is An Equal Opportunity Employer.
Members of the LGBTQ+ community are encouraged to apply.***