OPERATIONS and HUMAN RESOURCES MANAGER (Nonprofit)
JOB DESCRIPTION

The LA Black Worker Center (LABWC) seeks an Operations and Human Resources Manager ready to make history while working with the first Black Worker Center in California, an emerging lead voice on Black work and economic justice. We are building a world where Black workers thrive in an equitable economy that sustains and builds vibrant families and communities.

Position Summary
Under the direction of the Co-Executive Director of Operations and Finance, the Operations Manager will work as part of the operations and leadership teams overseeing the overall administration of our evolving organization transitioning from a fiscally-sponsored nonprofit project to an independent 501(c)3. The Operations Manager will oversee LABWC’s office operations, human resources, and IT infrastructure and play a key role in ensuring all systems and procedures add to LABWC's mission and goals to be realized in the most cost-efficient, effective way. The ideal candidate will help lead our liberation with passion and commitment to social justice, display excellent communication skills and maturity in handling confidential situations, and is a tech-savvy problem solver who will foster a workplace culture in which staff and employees thrive.

DUTIES & RESPONSIBILITIES

Operations

- Supervise a team of 2+ staff; including the operations specialist, IT specialist, students, and volunteers
- Manage and oversee general office organization, supplies, purchasing, equipment, and inventory, including security, leases, contracts, insurance, vendors, and consultants
- Oversee logistical needs for meetings and events, and staff travel accommodations
- Develop and maintain office preparedness, safety, and health standards, and required employment law postings; including office risk assessment, cleaning, and disinfecting protocols, contact tracing, and reporting requirements
- Serve as liaison with building property manager regarding tenant-landlord issues and maintenance requests
- Assist with organizational budget development and manage the operations budget and preparation of reports to prevent over or under spending
- Review and negotiate vendor contracts and agreements
- Maintain current professional insurance policies and point person for insurance certificate requests
- Assist with fundraising events to meet fundraising goals and objectives
- Assist the Co-Executive Director of Operations and Finance in other operational responsibilities as necessary

Human Resources

- Manage HR activities for 25+ employees for payroll, approval of timesheets and resolve any payroll discrepancies; performance management, employee benefits, drafting and updating HR policies
- Assistant project leader and liaison with the fiscal sponsor for all human resource needs
- Lead HR and payroll transition to our selected professional employer organization (PEO)
- Create and maintain employee records in compliance with all laws, including the employee handbook, job descriptions, training plans, and organizational chart
• Provide staff guidance and interpretation of all personnel policies and procedures
• Conduct recruitment of open positions in collaboration with internal hiring teams; including the job posting, correspondence with candidates, set interviews, orientation, and on-boarding process
• Manage employee relations and appropriate notification to leadership, if needed
• Create and administer staff training and personal development programs

Information Technology
• Oversee IT staff, services, vendors, and consultants to ensure effective and efficient implementation of IT infrastructure, systems, and security
• Supervise yearly inventory documentation of all technical equipment, databases, and software licensing

Preferred Qualifications: Must demonstrate a commitment to social and economic justice through collective/direct action, building collective power for Black workers; managing competing strategic priorities, working in a team environment with a willingness to work a flexible schedule some evenings and weekends when necessary, and the ability to work independently.
• More than three years experience in a leadership or supervision position, or an equivalent combination of education and experience in operations management or HR generalist capacity
• Experience with nonprofit organizations and basic accounting principles is a plus
• Excellent analytical, written, and verbal communication skills
• A natural leader who focuses on the growth and well-being of others
• Demonstrated ability to think and plan at a broad-based strategy level
• Ability to prioritize multiple projects simultaneously and exercise confidentiality
• Highly organized and self-motivated; consistently meet deadlines with minimal supervision
• Computer-savvy with an understanding of technology hardware, software, and databases
• Proficient knowledge of Microsoft Office and Google suite
• Driver license and access to an insured vehicle for work-related travel

COMPENSATION: Full-time, exempt position up to $68,000 per year depending on experience and a generous benefits package. We are committed to our employees' health, safety, and well-being by providing flexible work hours and wellness opportunities. We are temporarily on a hybrid work schedule with one office day per week when needed during COVID. Candidates who are vaccinated will receive priority consideration.

Application Process: This position is open for immediate hire. Email resume and cover letter, a to careers@lablackworkercenter.org add "Operations & HR Manager" in the subject line. No phone calls, please.

LABWC, a project of Community Partners®, is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring. The LABWC is also an affirmative action employer. People of color, women, and LGBTQ are strongly encouraged to apply.