



JOB TITLE: Human Resources & Administrative Associate

REPORTS TO: Director of Operations

STATUS: i.e. Full-Time, 40 hrs/wk, Non-Exempt

CELL PHONE: Reimbursement Provided N/A

DRIVER POSITION: Yes No [If yes, see note below]

ABOUT US

Safe Place for Youth (SPY) is the leading service provider for youth experiencing or at-risk of homelessness in West Los Angeles. Founded in 2011, our agency offers trauma-informed, low barrier programs that support young people in exiting the streets and achieving stability so that they can thrive, not just survive. Our robust continuum of care includes street outreach, drop-in services, health and wellness programming, case management, education and employment services, and housing programs.

SPY is a unique social impact agency that is committed to overcoming structural barriers to equity, community collaboration, and innovative youth-focused programming. If you have the skills, passion and collaborative spirit, join our growing team of nearly 60 employees.

SPY strives to attract and develop individuals who reflect a broad spectrum of diversity, including (but by no means limited to) racial, ethnic, gender identity and socioeconomic dimensions. We believe that inclusion of diverse perspectives is essential to achieving long-term, systemic change. We explicitly seek applications from those who self-identify as coming from historically marginalized populations to enrich and elevate our equity-centered approach to problem-solving.

ABOUT THE ROLE

With this role you will be responsible for undertaking a variety of HR and administrative responsibilities. You will facilitate the daily HR functions, such as coordinating recruitment and onboarding, supporting training and engagement initiatives, and serving as the first line for support for employee HR matters. Additionally, you will be responsible for ensuring the daily operations of SPY and the director and Operations teams. This will involve scheduling, copying, managing the general phone and email line, and ordering office supplies.

WHAT YOU'LL DO:

- Respond to internal and external HR related inquiries and request; triage staff HR needs
- Support with recruitment and hiring process, including scheduling interviews, gathering employee welcome gifts, and conducting site tours
- Manage HR Drive folder, ensuring forms and documents are up to date
- Assist ad-hoc HR projects, such as collecting employee feedback and analyzing results
- Understand and be able to speak to SPY's benefits package, liaise with benefits providers
- Support employee engagement and staff appreciation efforts

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310.902.2281

- Maintain employee records as needed
- Answer the general phone and email account for the agency, routing calls and emails to the appropriate parties
- Clerical work (filing, copying, printing etc.)
- Order office supplies and manage utilities for SPY sites
- Assist volunteers and donors when needed, give tours, receive in-kind donations, etc.
- Support Executive Leadership with scheduling meetings, preparing for meetings, etc.
- Manage director, HR, and organization calendars, and support with planning, scheduling and implementing SPY and partner events and trainings
- Support Executive Leadership with submitting expenses, invoices, purchase orders, and mileage reimbursements
- Support with onboarding new employees, exiting employees, etc.
- Assist with general maintenance and upkeep of facilities.
- Participate in staff meetings, team meetings, and other community meetings as needed.
- Other duties as assigned.

WHAT YOU'LL NEED

- Experience in HR and administrative coordination
- Knowledge of HR processes and best practices
- Experience with HR databases and HRIS systems; knowledge of Paylocity preferred
- Ability to handle data with confidentiality
- A high quality of character that is honest, trustworthy and reliable
- Ability to establish and maintain cooperative and effective working relationships with others
- Strong ability to use Microsoft Office Suite and Google Suite
- Excellent knowledge of Excel, Docs, Forms, and also Powerpoint
- Strong analytical, writing and organization skills
- Strong initiative and leadership skills
- Being communicative and having a self starter attitude

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Prolonged periods of sitting at a desk and working on a computer.

Changes in the environment, such as the office or outdoors.

Physical effort/lifting, such as sedentary - up to 15-20 pounds at times.

SPECIAL CONDITIONS:

Driver Positions:

Applicants are required to provide a copy of their driving record from the Department of Motor Vehicles, along with a copy of their valid driver's license and proof of insurance. Job offers are contingent upon a satisfactory driving record. Examples of an unsatisfactory driving record include:

- Suspended or revoked license

- Three or more moving violations in the past 36 months
- Any violations, including drugs, alcohol, controlled substances, within the past 24 months
- Reckless driving, including hit and runs, within the past 24 months
- At fault accidents, resulting in fatality or serious injury, within the past 5 years

The motor vehicle record will need to include a review of all states listed on the individual's employment application and resume. See instructions on obtaining your driving record below:

<https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>

For driver positions, driving is an essential job function and cannot be reasonably accommodated, employment may be discontinued.

NOTE: All staff members will be considered introductory employees for the first three months of employment and will not be considered regular employees until the conclusion of this period. SPY reserves the right to extend an employee's introductory period. ***In no way does the expiration of this introductory period change the fact that all employees are at-will.*** It is the supervisor's responsibility to orient the employee and to communicate the expectations of the supervisor and SPY, as well as to evaluate whether the employee has the necessary level of skill, job knowledge, motivation, and attitude to become a regular member of the SPY staff. New employees are also encouraged to seek guidance and assistance during this period. Employees who fail to demonstrate the expected commitment, performance and attitude may be terminated at any time during the introductory period. However, completion of the introductory period does not change or alter the "at-will" employment status. Employees continue to have the right to terminate their employment/business relationship at any time, with or without cause or notice, and SPY has the same right. The organization, in its sole discretion, may change the job duties, responsibilities and assignments of any position, at any time.

BENEFITS & PERKS:

Safe Place for Youth offers a competitive benefit package including comprehensive health coverage, 403b with agency contribution, and vacation/sick time. We also offer unique perks including weekly meditation/mindfulness and professional development opportunities that are tailored to your individual career growth. This position also offers a generous 9/80 Alternative Workweek Schedule.

TO APPLY:

Applicants should send a resume and cover letter to Nicole Wainwright at nicolew@safeforcefor youth.org with Human Resources & Administrative Coordinator in the subject line.

All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. Safe Place for Youth does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry,

disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Safe Place for Youth 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.

Acknowledgment:

Signature: _____

Date: _____