

JOB ANNOUNCEMENT



Position: Human Resources Coordinator

Reports to: Senior Human Resources Generalist

Bargaining Unit: no

FLSA: Non-Exempt

Type: Full Time

Position Summary

The Human Resources Coordinator provides exceptional administrative support to the Senior Human Resources Generalist. This position plays a critical role in the organization's key functions of administration and human resources. This position upholds a strict level of organization, communication, confidentiality and professionalism.

The Human Resources Assistant is a hands-on representative for the Human Resources department whose role is to help facilitate all fundamental Human Resources Functions, while ensuring the successful implementation of aligned organization goals. The Human Resources coordinator works in conjunction with the Senior Resources Generalist and Executive Team. With diverse yet substantive responsibilities, the Human Resources Coordinator works with both current employees and new hires, making this a key position with Centro Legal.

Primary Responsibilities

- Provide employee support from all areas of HR including: recruitment, selection, hiring, compensation, benefits, trainings, performance reviews, onboarding, safety management, ect.
- Liaison between HR and Diversity Committee and Management Team
- Performs Bi-weekly payroll and familiarity with payroll laws
- Serve as a point of contact for benefit vendors/administrators
- HR File Management: Including personnel files, I-9, audits, and ADP
- Hiring and selection process management: including managing job postings and filing them appropriately
- Familiar with relevant recruitment sources i.e.: Indeed, Idealist, LinkedIn
- Setting appointments and arranging meetings
- Data entry, scanning, copying, and filing
- Compiling reports and spreadsheets using Google Suite/Microsoft Suite
- Other administrative duties as needed on special projects and day to day operations
- Participate in the recruitment process, analyzing employee turnover and retention, addressing employee matters and organizing work activities
- Responsible for preparing and coordinating any functions pertaining to employment, compensation, labor negotiations and employee relations
- Actively participates in formulating methods to improve employment policies, processes and practices as well as recommending changes to management
- Research, analysis, reporting, training and presentations to staff
- Serves in an adhoc role with the agency's safety committee

- Works with Executive Assistant to manage organizational calendar
- Continuously learn the latest HR best practices to improve workplace efficiency

Competencies:

- Working knowledge of HR functions and best practices
- Knowledge of employment law and human resources responsibilities
- Strong analytical skills and problem solving ability based on data
- Commitment to maintain the highest level of integrity for the organization
- Ability to effectively prioritize and work in a fast-paced environment and manage several projects at once and works well under pressure
- Ability to be flexible and deal with shifting priorities
- Clear written and verbal communication skills
- Exceptional interpersonal skills
- Time management skills
- Project Management Skills
- HRIS and Payroll System: ADP, ATS, Benefit Portals
- Event Coordination
- MS- Suite, Proficient Excel Skills., G-Suite

Preferred but not required

- Understanding of payroll practices and HRIS and ATS software
- Bilingual in Spanish

Qualifications

- Bachelor's Degree w/ concentration in Human Resources Management, Personnel Management or related field
- 3-5 years in administrative and or/Human Resources Experience
- Locations: Oakland: California East Bay

Compensation

Salary is competitive and commensurate with experience. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December holiday office closure at full pay.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include “**Human Resources Coordinator**” in the subject line. Please email application materials directly to jobs@centrolegal.org

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and

youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California.

For more information, visit our website: <https://centrolegal.org/>

Diversity Statement

Centro Legal's mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization's success. Centro Legal is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDS status, or any other basis prohibited by law. Centro also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.