



Director of Human Resources and Administration

Position: Abode Communities, a nonprofit architectural, community development and property management firm, seeks a mature, knowledgeable, strategic human resources professional as its Director of Human Resources and Administration.

General Description: Working under the direction of the Chief Financial Officer, the Director of Human Resources and Administration is responsible for the planning, developing, and implementing of the company's human resources, organizational development, office management and administration, and information technology system. This mid-level management position provides leadership to the human resources and administrative team. The Director of Human Resources and Administration is a hands-on generalist responsible for refining and improving human resources policies, procedures and programs, making appropriate decisions and/or recommending appropriate alternative solutions to senior management to support the organization's mission and objectives.

Duties and Responsibilities: The essential duties and responsibilities of the Director of Human Resources and Administration are as follows:

- Human Resources and Payroll
- Recruitment and Talent Development
- Performance Management and Improvement
- Compliance and Employee Relations
- Compensation, Benefits and Employee Recognition
- Employee Safety, Welfare, Wellness and Health
- Organizational Development
- Office Management and Administration
- Information Management and Technology

Experience: Requires at least 10 years progressive human resources generalist experience with five years of management responsibility. Experience must include hands-on responsibility for the full scope of human resources activities, both operations and strategic. Non-profit sector experienced desired.

Education: Bachelor's degree in Business Administration, Human Resources Organizational Development or related field.

Qualifications:

- Broad knowledge and experience in Federal and California employment law, employees relations, compensation, organizational planning, employee relations,

- safety and training and development.
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Experienced in organization development and change management.
- Excellent oral and written communication skills; ability to communicate effectively with people from diverse cultures and backgrounds.
- Strong analytical and problem solving skills
- Demonstrated ability to see the big picture and provide useful and strategic advice and input across the organization.
Strong interpersonal skills and ability to work well with others, provide leadership and develop Human Resources and Administrative staff.
- Excellent computer skills and proficient with the tools of the trade in human resources including HRIS, Microsoft Office suite of products, file management, and benefits administration, and knowledge of payroll procedures (Paychex).
- Trustworthy, approachable and personable, and evidence of the practice of a high level of discretion and confidentiality
- Excellent organizational skills.

Salary: Commensurate with experience, plus excellent benefits.

Application Process: Send cover letter, resume and salary history to: *Abode Communities, 701 E. 3rd Street, Suite 400, Los Angeles, California, 90013; Attention: CFO*, or apply by email to resumes@abodecommunities.org.