People & Operations Manager

ORGANIZATION SUMMARY
For almost two decades, LA Promise Fund has uplifted schools, students and families in South LA to ensure more Black and Latinx students are prepared for success in college, career, and life. Today, we accomplish this goal as an education management organization that runs two South LA charter schools and coordinates high impact educational enrichment programming to ensure students are college and career bound. Russell Westbrook Why Not? Middle and High Schools advance a college-prep culture and integrated digital media arts-themed education, with significant parent engagement, socio-emotional supports, and leadership development.

Simultaneously, LA Promise Fund works with schools County-wide to offer a portfolio of programs that foster motivated, engaged, and directed students poised for academic, professional, and personal success. Currently, these regional programs include a focus on female empowerment, STEM, media arts, college readiness, career exposure and work-based-learning, school improvement design, and parent engagement. We work alongside a network of essential partners, students, parents, teachers, and school leaders to build strong schools that increase educational equity within South LA and beyond. To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY
Under direction of the Director of People & Operations, the People & Operations Manager is a headquarter-based position that has a crucial impact on the organization's ability to operate successfully. This person will work to cultivate an inspiring and productive work environment for all staff and is integral to ensuring operational compliance. They take a proactive approach to their job and responsibilities, anticipating issues and challenges before they occur, and taking measures to mitigate their impact. They work well under limited supervision with considerable latitude for the use of initiative and independent judgment. This is a full-time, exempt position.

RESPONSIBILITIES AND DUTIES
The People & Operations Manager will:

Human Resources
- Act as first point of contact, service delivery, and enforcement for all human resources policies and procedures, modeling best practices and championing LAPF’s values-driven culture
- Manage recruitment, interviewing, hiring, onboarding, and offboarding processes
- Act as first point of contact in relation to employee benefits inquiries
- Manage the payroll function including, but not limited to, checking and auditing timekeeping records for compliance with established standards, maintaining time and attendance records, entering new hires into the payroll system, posting
changes in pay and tax status, reconciling time off, ensuring proper reimbursements and deductions have occurred, etc.

● Serve as primary COVID-19 response coordinator, establishing and implementing the organization's COVID-19 policies, exposure management protocols, employee communication and training, and employee wellness resources

● Manage Worker's Compensation claims processing & audits

● Manage online training program, ensuring timely completion

● Manage completion of compliance-related employee tasks and documents

● Manage the employee aspect of OSHA & workplace safety compliance

● Lead or assist internal HR investigations, as needed

School Compliance

● Coordinate the schools' Parent Advisory Councils (PACs) and/or School Site Councils (SSCs) inclusive of recruitment of members, engagement, communication, scheduling, drafting and posting agendas

● Act as project manager for the annual completion of the schools' Annual Reports and SARCs, in collaboration with the appropriate stakeholders (school leaders, data team, etc.)

● Monitor and update school websites to ensure compliance

General operations

● Assist with logistics of any future site changes

● Assist with inventory management

● Provide support with Operations team projects as needed

Other duties as assigned

CANDIDATE REQUIREMENTS

Education and Experience

● Bachelor’s degree or equivalent experience

● Minimum 2 years experience in human resources field

● PHR certification preferred

● Experience working with nonprofit organizations preferred

● Experience working with K-12 schools preferred

Knowledge, Skills and Abilities

● Strong interpersonal, organizational, and communication skills with the ability to work effectively with a wide range of stakeholders in a diverse community

● Strong grasp of Federal, State, and local laws and ordinances as they pertain to human resources

● Ability to engage in self-evaluation with regard to performance and professional growth

● Comfortable receiving input from many sources and able to analyze and formulate disparate information into a sound, well-organized plan

● Innovative thinker who can contribute to continuous improvement of protocols, policies and operating procedures

● Flexible and adaptable individual willing to learn new systems and approaches as technology and platforms change

● Resourceful and able to multitask, prioritize, manage time effectively under pressure with a sense of urgency
• Can be trusted to handle confidential information with discretion
• Fluent computer skills including database, word processing, spreadsheets, presentation, and online communications (e.g., Microsoft Office, Google Suite, Zoom, etc.)
• Detail-oriented
• Bilingual in Spanish preferred
• Commitment to LA Promise Fund mission and values
• Must clear a LiveScan criminal background check
• Must clear a TB Risk Assessment
• Must complete Mandated Reporter training
• COVID-19 Vaccination

COMPENSATION
Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

HOW TO APPLY
Email your cover letter and resume to careers@lapromisefund.org.