



**Position:** Shared Human Resources Generalist

**Organizations:** Esperanza Community Housing Corporation & SCOPE

**Employment Type:** Full-time, Hourly, Shared Staff Position

**Supervisors:** Executive Director of Esperanza and Executive Director of SCOPE

**Position Purpose & Description:**

Esperanza and SCOPE are two closely aligned community-based nonprofit organizations that share similar values of social justice, racial equity, and workers' rights, as well as a long history of collaborative coalition-based work and solidarity in South Los Angeles. Together we are creating an innovative economic justice model for Human Resources, which we hope contributes to the long-term sustainability and wellness of our staff. This cutting-edge model demonstrates the potential for fostering a values-aligned, collaborative, efficient, and equitable environment, while simultaneously strengthening the missions of both organizations.

Esperanza and SCOPE seek a dynamic and experienced Shared Human Resources Generalist to coordinate and systematize HR support for both organizations. This unique position will split their time and expertise between our two closely aligned organizations, providing structure, guidance, and quality assurance to ensure effective HR operations in compliance with regulatory and labor laws. Responsibilities include supporting HR policies and compliance, recruitment, employee relations, staff development, and compensation/benefits administration. The Shared HR Generalist reports directly and works closely under the guidance of the Executive Directors of each organization, who are committed to an equitable, balanced schedule to promote structure, rhythm and wellness for the Shared HR Generalist.

**Organizational Missions:**

**Esperanza Community Housing Corporation** is a social justice non-profit in South Central Los Angeles that achieves long-term, comprehensive community development. We recognize that Indigenous, Black, Latino, and immigrant communities are disproportionately impacted by historical oppression, health disparities, disinvestment, and displacement. Therefore, we develop and preserve affordable housing; elevate health equity and access to care; mobilize for environmental justice; create and protect local economic opportunities; expand engagement in arts and culture; and advocate for policies protecting human rights. Esperanza works collaboratively to strengthen South Los Angeles. In all of our actions, Esperanza builds hope with the community.

**Strategic Concepts in Organizing & Policy Education (SCOPE)** builds grassroots power in low-income communities of color to eliminate economic, environmental, and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely African American, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change – organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

**Key Responsibilities:**

*Human Resources Policies and Compliance (25%)*

- With the guidance of the Executive Directors, review and update both organizations' HR policies and practices, aligning them with organizational needs, and compliance with

relevant laws and regulations, strengthening both organizations to create a shared model for best practices.

- Monitor changes in employment laws and regulations, and provide guidance to both organizations on necessary updates.
- Collaborate with the Executive Directors and staff to develop and implement HR concepts and policies, on topics such as career progression, promotions, steps between positions, sabbaticals, and leadership successions.

#### *Talent Acquisition and Recruitment (25%)*

- With the guidance of the Executive Directors, engage in workforce planning, ensuring staffing strategies align with long-term organizational goals.
- With the guidance of the Executive Directors, identify staffing needs and develop talent acquisition strategies that attract and retain top talent.
- Collaborate with the Executive Directors and staff to support the end-to-end recruitment process, including job postings, candidate sourcing, interviewing, and selection.
- Collaborate with the Executive Directors and staff to facilitate employee onboarding and offboarding, fostering a respectful and anti-oppressive environment.

#### *Employee Relations (20%)*

- Serve as the main point of contact for employees regarding HR matters, addressing inquiries, concerns, and grievances transparently, with trust-building in mind.
- Support the Executive Directors with guidance on employee relations matters.
- Collaborate with the Executive Directors and staff to support conflict resolution, mediation, and workplace investigations as needed, promoting a positive work environment while ensuring fair and equitable resolutions.
- Support employees with basic information about how nonprofits function, including organizational fundraising, decision-making, structure and functions.

#### *Staff Development, Wellness and Sustainability (20%)*

- Collaborate with the Executive Directors and staff to design and implement professional development programs that enhance staff skills and career growth within a culture of learning, advancement, wellness and sustainability.
- Help provide structures, systems, and follow-through mechanisms that support staff in their development, wellness and sustainability, including promoting healthy work-life balance resources, and processes for conducting performance appraisal processes.

#### *Compensation and Benefits Administration (10%)*

- Help administer employee compensation and benefits programs, including health insurance, leave policies, and sabbaticals.
- Help collaborate with benefits providers to negotiate favorable terms and manage costs.
- Help conduct salary equity adjustments to ensure alignment with industry standards.
- Help monitor and address salary-related issues and concerns among staff.

#### **Qualifications and Knowledge:**

- Education: Bachelor's degree in Human Resources, Nonprofit Management, or a related field (or equivalent combination of education, training and experience).
- Minimum of 5 years of HR experience in a nonprofit organization or similar setting.
- Knowledge of nonprofit HR best practices, policies, procedures and compliance requirements.
- A demonstrated commitment to social justice, racial justice and a familiarity with the intertwined, intersectional issues that shape material conditions in low-income and communities of color, as well as their structural/root causes.

- Commitment to understanding the particular needs of each organization, and how the workplace structure connects to each organization's vision, goals and outcomes.
- Excellent interpersonal, communication, conflict-resolution and problem-solving skills.
- Ability to work independently and collaboratively in a shared organizational environment.
- Ability to ensure the highest level of discretion and confidentiality related to organizational and employee information.
- Excellent organizational, time management, prioritization, and multitasking skills.
- Familiarity with South LA community-based organizations and resources preferred.
- Bilingual (English/Spanish) preferred.
- Computer literacy, including proficiency in MS Office and HR software.
- Valid California Driver's License, proof of insurance if driving a personal vehicle, and ability to travel on behalf of the organizations.

**Work Environment:** This full-time, 40-hour/week position will work on-site at each organization's South Los Angeles office, on a work schedule that maintains equity and balance between both organizations, in order to facilitate direct engagement and support. This role routinely uses standard office equipment such as computers, phones and photocopiers. Each work environment is usually consistent with that of a typical office's noise level.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires that the employee must occasionally lift and/or move up to 20 pounds. Also required is the ability to listen, hear, speak, read, write, concentrate, and climb stairs, bend, and stoop. Must be able to use a telephone and computer to accomplish a variety of job tasks.

**Employment Type:** This is a full-time (40 hours/week), non-exempt, hourly, at-will staff position, shared by SCOPE and Esperanza, but formerly employed by Esperanza Community Housing Corporation. Exempt employees are expected to work the appropriate and necessary time within reason in order to complete key assignments and related tasks on schedule, and serve an onboarding period during their first three months of employment.

**Compensation & Benefits:** Competitive starting salary range of \$60,000 - \$70,000, based on qualifications and experience. Esperanza Community Housing offers comprehensive benefits that include: 100% medical and dental, cash in lieu of medical and dental, unemployment, 401K with matching, group life, accidental death, long-term disability, and holiday/vacation/sick leave pay.

**To Apply:** Please submit a resume, cover letter, and three professional references via email to: [HR@esperanzacommunityhousing.org](mailto:HR@esperanzacommunityhousing.org) with a subject line: **Shared Human Resources Generalist.**

*Esperanza Community Housing is an affirmative action, equal opportunity employer and encourages applications from all qualified candidates regardless of race, color, ethnicity, age, gender, sexual orientation, marital or parental status, religion, disability, or any other status protected by laws or regulations. We work to ensure fair treatment of applicants and employees and actively enforce zero tolerance policies against discrimination and harassment. Women, people of color, and South Los Angeles residents are strongly encouraged to apply.*

*SCOPE is a values-based organization committed to challenging discrimination and oppression – people of color and people of diverse gender identities and abilities are strongly encouraged to apply.*