



HUMAN RESOURCES AND OPERATIONS ASSOCIATE

Nonexempt, Full-Time

Do you want to make a difference in the lives of families facing homelessness? Do you thrive in roles where every detail counts toward making a profound impact? Are you searching for not just a job, but a calling? Door of Hope, a Christian nonprofit that serves families facing homelessness, is looking for a Human Resources and Operations Associate to be a part of our life-changing work.

In this role, you will work closely with the Chief Operations/Finance Officer and Human Resources Manager. From providing technical expertise to offering administrative support, you will be instrumental in ensuring the seamless functioning of our organization behind the scenes.

Hours

- 30-40 hours per week, Monday through Friday, occasional overtime
- 3-4 days in office in Pasadena

Responsibilities

Human Resources Administrator

- Partner with the HR Manager to cultivate a warm and supportive company culture aligned with Door of Hope's core values, empowering employees to thrive
- Recruitment: facilitate the recruitment process by posting jobs, sourcing and screening candidates, scheduling interviews, and communicating with candidates
- Onboarding: create a welcoming environment by coordinating onboarding
- Offboarding: own offboarding logistics
- HRIS/ATS Administrator (Paylocity): ensure we are fully utilizing system's capabilities, manage data integrity, generate HR metrics
- Benefits: administrate benefits, partner in benefits education
- Compliance: track mandatory trainings and document signatures, assist in keeping policies up-to-date
- Event Planning: plan engaging staff events to promote a healthy team culture, coordinate logistics
- HR Media Coordinator: provide regular content to marketing for social media platforms
- HR Special Projects: manage other special projects

Operations Administrative Assistant

- Partner with the COO/CFO to ensure the organization runs seamlessly, supporting our staff in their life-changing, frontlines work
- Executive Assistant: support the COO/CFO, owning on a variety of operations-related projects spanning multiple departments
- Accounting Coordination: interface with outsourced accounting firm to provide details needed for accounting and oversee minor finance-related projects
- IT Coordinator: manage IT inventory, liaise with IT Consultant as needed
- Office Management: step in as receptionist when Executive Assistant to the CEO is unavailable

Qualifications

- Minimum 2+ years in an administrative role
- Highly detail-oriented, with proven organizational skills

- Proactive self-starter who excels in driving projects independently
- Personable and professional communicator
- Technologically savvy, fluent in GSuite and Microsoft Office; experience with HR and accounting software is a plus; must be able to own HRIS/ATS system
- Valid driver's license and reliable transportation
- Ability to bend, reach, and lift up to 30 lbs.
- Bilingual Spanish is a plus

Compensation & Benefits

Expected compensation (depending on experience): \$25-27/hour

Competitive benefits package including:

- Paid PTO: 12 sick days, 12 holidays, 10 vacation days (increases over tenure), 5 jury duty days, up to 5 bereavement days
- Health Insurance:
 - We cover 100% of your premium on our Kaiser Gold HMO, Anthem HMO, and Anthem PPO Plans
 - We cover 50% of your dependents' premium for our health insurance plan
 - Employer contribution to employee's dental and vision premiums
- Therapy Subsidy
- 403(b): 3% dollar-for-dollar match

Character (Do you embody Door of Hope's four core values?)

- **Christ-centered**, expressed through:
 - Faith: We have an active and personal relationship with Jesus Christ.
 - Calling: Out of a sense of calling, we go above and beyond to meet our mission.
 - Character: We demonstrate the character of Christ toward colleagues and families.
- **Empowering**, expressed through:
 - Trust: We trust one another, believe in one another, and give each other the freedom to take risks. (Mistakes are learning opportunities.)
 - Accountability: We nurture God-given strengths through coaching and accountability.
- **Holistic**, expressed through:
 - Whole Person: Our emotional, spiritual and personal well-being matter to one another.
 - Whole Organization: We are on one team with one mission. (We don't do silos.)
- **Relationship**, expressed through:
 - Family: We love, celebrate, and pray with one another.
 - Reconciliation: We manage conflict, practice vulnerability, and pursue diversity with honesty and grace.

To apply, email your resume and brief cover letter to jobs@doorofhope.us. In your cover letter, explain 1) your understanding of Door of Hope's mission and our faith-based nature and 2) tell us why YOU are perfect for this role!