



## JOB ANNOUNCEMENT

### Director of Human Resources (Full-Time Position)

Inner City Law Center (ICLC) is a nonprofit law firm on Skid Row. We are looking for extraordinary people to help us end homelessness in Los Angeles. Founded on the fundamental principle that every person should always be treated with dignity and respect, ICLC fights for justice for low-income tenants, working-poor families, people who are disabled or homeless, people living with HIV/AIDS, and homeless veterans. Over the next six months, we will add about a dozen talented and diverse lawyers, paralegals, and other staff to our team so that we can serve more clients.

**Position Description:** ICLC seeks a talented Director of Human Resources to support our growing organization. The Director of Human Resources is responsible for:

- Managing all human resources programs, including compensation, benefits, employee relations, union relations, and performance management.
- Promoting an organizational culture that embraces diversity, inclusiveness, and the fair and respectful treatment of all persons as a core value.
- Managing all recruitment, hiring and onboarding.
- Directing the performance management process, including employee evaluations, documentation, and coaching.
- Advising supervisors on complex employee situations.
- Managing employee time-keeping system and supervising input of data into payroll system.
- Managing staff separations, including exit interviews and succession planning.
- Maintaining accurate, complete, and confidential employee records.
- Ensuring compliance with all laws related to human resources.
- Interacting professionally with a customer service attitude with all members of the ICLC team.
- Other duties as assigned.

#### Hiring Requirements:

- Commitment to ICLC's mission.
- At least five years in a senior-level human resources position and Professional Human Resources certification (or equivalent).
- Experience developing HR operations and procedures.
- Experience administering salary and benefit programs.
- Knowledge of payroll, timekeeping, and other human resources systems.
- Knowledge of human resources laws and regulations.
- Demonstrated skills in planning, management and staff supervision.

**Compensation:** Salary commensurate with qualifications and experience. Excellent benefits.

**How to Apply:** Applications will be accepted until the position is filled. To apply, please email your resume, cover letter, and three references to Ketayma Stewart, Hiring Consultant at [careers@innercitylaw.org](mailto:careers@innercitylaw.org).