



Human Resources Associate

Change Lives and Transform Communities – Join Our Human Resources Team!

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 160,000 individuals and families each year through innovative projects that expand access to justice. We see the law as a powerful tool for social change, and we're looking for passionate individuals to help us fight for justice.

We value diverse perspectives and experiences, and we believe that a strong community is built through inclusivity. NLSLA is proud to foster an environment that welcomes individuals from all backgrounds and abilities, and we encourage all qualified candidates to apply.

About the Role

As an indispensable part of our Human Resources (HR) team, the HR Associate supports the HR department in executing and supporting core HR functions, including recruitment, onboarding, employee relations, benefits administration, compliance, and HR record management. This role plays a key part in ensuring a positive employee experience and maintaining efficient HR operations.

In this role, you will report to Director of Human Resources. This position is exempt.

What You'll Do

- Recruitment & Onboarding
 - Assist in drafting and posting job descriptions on job boards and company platforms
 - Screen resumes and schedule interviews
 - Coordinate interview logistics and candidate communication
 - Exercise independent judgment in recruitment operations, including selecting appropriate job boards and sourcing channels, developing and adjusting recruitment strategies, and making data-informed decisions to optimize candidate attraction and hiring outcomes
 - Conduct background checks and/or any other contingent screening when necessary. Support onboarding processes and new hire documentation
- Employee Records & HR Administration

- Maintain accurate and up-to-date employee files
- Manage HRIS data entry and updates
- Prepare HR-related reports and documentation
- Track employee attendance, leave, and benefits enrollment
- Employee Relations
 - Serve as a point of contact for employee inquiries
 - Support conflict resolution and workplace issue investigations
 - Assist in performance management processes
- Compliance & Policy Administration
 - Ensure compliance with labor laws and company policies
 - Assist in updating HR policies and employee handbook
 - Support audits and regulatory reporting
- Benefits Support
 - Assist in benefits administration and enrollment
 - Respond to employee benefits-related inquiries

What You'll Need

- A minimum of three (3) years of HR or administrative experience (i.e., data entry, data management, office and clerical support, scheduling and coordination, file management, etc.)
- Knowledge of employment laws and HR best practices
- Strong organizational and time-management skills
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office and HRIS systems
- Ability to meet deadlines and manage competing priorities in a fast-paced environment.
- Working knowledge of Microsoft Outlook, Word and Excel, business communication platforms, and web-based case management platforms.

Bonus Points

- Background/experience in Human Resources
- Bachelor's degree in human resources, business administration, or a related field
- SHRM-CP, PHR, or other HR certifications are highly preferred.

Core Competencies

- Strong attention to detail
- Confidentiality and integrity
- Superior problem-solving skills

- Ability to multitask in a fast-paced environment

Why You'll Love Working with Us

At NLSLA, we believe in supporting our staff as they grow in their careers and live balanced lives. We offer:

- **Competitive Salary:** \$71,000-\$83,000, based on experience and qualifications.
- **Generous Time Off:** 15 paid holidays, 2 to 5 weeks of vacation depending on seniority, and 12 days of sick leave. Exempt employees are eligible for compensatory time in accordance with company policy.
- **Comprehensive Benefits:**
 - Medical, dental, and vision insurance with a variety of plan options.
 - Basic Life and AD&D Insurance, Long-Term Disability Insurance.
 - 403(b) retirement plan with employer contributions and options for voluntary contributions.
 - Monthly bilingual supplement for qualified employees. Note: Qualified employees with bilingual proficiency are expected to provide in-language assistance when feasible to support language access and in furtherance of NLSLA's mission. This expectation applies whether or not the employee receives the bilingual supplement.
- **A Culture of Inclusion:** We are committed to fostering a respectful, inclusive work environment where everyone can thrive.
- **Perks:** Technology reimbursement to help you stay connected and equipped to do your best work.

Apply Today

Are you ready to make a lasting impact on the lives of vulnerable families in Los Angeles?

Apply now to join our team and be part of a mission-driven organization dedicated to justice and equity. [Click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

We are excited to hear from you!

Equal Employment Opportunity Policy

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included and is afforded the respect and dignity they deserve.

We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance. Please note that, in limited circumstances, certain convictions may be considered incompatible with the responsibilities of specific roles, particularly where the safety and well-being of vulnerable client populations are a concern.

NLSLA's Commitments

We are committed to fostering a culture of inclusion and belonging within our organization and the communities we serve. We achieve this through:

- **Continuous Learning:** Cultivating cultural competency and humility among staff through ongoing training, open dialogue, and self-reflection.
- **Equitable Practices:** Regularly reviewing and revising policies, procedures, and decision-making processes to ensure fairness and access for all.
- **Strategic Resource Allocation:** Directing resources towards initiatives that empower communities.
- **Meaningful Community Engagement:** Partnering with the communities we serve to co-create solutions and foster trust.
- **A Respectful Workplace:** Providing a work environment free from discrimination and where every individual is valued, heard, and respected for their unique contributions.

