

LA FAMILY HOUSING

Job Title: Director of Recruitment and Onboarding

Job Type: Full-Time

Location: North Hollywood, California

Duties & Responsibilities

The Director of Recruitment and Onboarding is a key position, enhancing the mission of LA Family Housing (LAFH). The position will 1) operate within a continuous recruitment model to develop a pipeline of internal and external talent to the organization, ensuring that LA Family Housing attracts and develops a diverse and dynamic applicant pool for agency positions, 2) lead the recruitment process from candidate pre-screening to position acceptance, and 3) supervise the employee onboarding process to provide all new employees with the start that they need to succeed in their new position and within the organization. The Director of Recruitment and Onboarding works closely with LAFH management in developing strategies to recruit and retain a strong workforce, and promotes LAFH as an employer of choice in the community.

ESSENTIAL DUTIES:

RECRUITMENT

- Maintain a continuous recruiting model in order to identify the most diverse and qualified talent for LAFH.
- Work with management to define and implement LAFH's continuous recruiting and staffing strategy; provide education to hiring manager's on the strategy and their role in the talent identification/recruitment process.
- Develop a company recruiting approach modelled after LAFH's branding success; work in collaboration with the LAFH Development and Community Engagement Department to create and maintain.
- Research and develop opportunities to recruit and promote a culturally diverse workforce; maintain an active applicant pool for all LAFH employment opportunities.
- Determine which recruiting tools, websites, and job fairs are most impactful in attracting candidates for various agency positions; post positions accordingly and evaluate success in the mix of candidates that the approach attracted.

ONBOARDING

- Establish and maintain an impactful employee onboarding program.
- Working with the Director of Staff Development, create and manage an impactful agency onboarding program. The program needs to make employees feel welcome and immediately see the LAFH culture in action; educate new employees on the organization and their role within the mission; and work with management to establish proper training and orientation for individual positions within departments.

OTHER

- Generate and produce reports upon request.
- Support Human Resource activities including agency employee appreciation events.
- Be familiar with Human Resource policy and procedures; provide assistance on employee requests/needs as applicable.

Education, Experience and Skills:

EDUCATION:

- Bachelor's degree or Master's Degree in Business Administration, Human Resources Management, Public Administration, Social Work or related field (experience may be substituted for education).
- PHR (Professional in Human Resources) highly desired.

EXPERIENCE:

- Minimum of two (2) years of experience in employee recruitment and retention or related field.
- Understanding of the current environment of homeless services in Los Angeles County.
- Social Services and Nonprofit Management experience highly desired.

KNOWLEDGE AND SKILLS:

- Knowledge of employment recruitment techniques
- Experience with employee onboarding programs.
- Excellent written communication skills, and experience in writing job descriptions and employment postings/advertisements.
- Ability to coach and counsel employees as needed, and maintain positive working relationships with employees at all levels.
- General Knowledge of California and Federal Employment Law.
- Ability to understand and interpret employment laws.
- Ability to remain calm and professional under pressure.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from employees at all levels.

LAFH Benefits:

Health, Dental, Vision, Life, Voluntary Life, 403B Retirement Plan, 529 Education Savings Plan, Long Term Disability, Employee Assistance Program, AFLAC Policies, AFLAC FSAs, Legal Policy, Employee Appreciation Program, Company Sponsored Employee Outings, 9/80 Alternative Work Schedule, Paid Sick, Vacation and 11 Observed Holidays.

Equal Employment Opportunity Statement:

EEO: LAFH is committed to providing equal employment opportunities for applicants and employees.

FAIR CHANCE INITIATIVE: LAFH is in compliance with the Fair Chance Initiative for Hiring and will consider qualified applicants with criminal histories.

PHYSICAL ACCOMODATIONS: All candidates must be able to perform the physical demands of the position with or without reasonable accommodation. For a list of physical demands, please refer to the full job description.

To Apply:

Email your resume and cover letter to HR@lafh.org