



# Chinatown Service Center

POST # HRM

## Job Announcements

The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** Human Resources Manager

**Open Positions:** 1

**Starting Range:** \$52,000 - \$55,000

**Open Date:** 01/06/2010

**Closing Date:** 01/31/2010

\*\*\* Or when sufficient applications have been received.

### **Summary of Duties:**

Under the direct supervision of the Chief Executive Officer, the Human Resources Manager is responsible for the daily operations of the human resources department including recruiting, benefits administration, employee relations, coaching and mentoring department managers in HR policies and procedures. Recommends appropriate actions in resolving employee performance issues. Additionally, the Human Resources Manager is responsible for developing and implementing appropriate policies to ensure compliance with state and federal labor regulations.

### **Example of duties:**

- Ensure the development and maintenance of personnel management systems that support CSC operation and programs.
- Ensure effective recruitment and retention of employees for CSC.
- Ensure a work environment that promotes employee productivity.
- Ensure the development of volunteers.
- Ensure CSC's compliance with relevant employment laws and regulations.

### **Qualifications:**

Bachelor's degree.

Minimum 5 years related experience and/or training.

Must have analytical ability, strong communication both written and verbal

Must be able to work independently and take initiative.

Strong presentation skills with classroom delivery experience.

Experience in a non-profit organization strongly desired, preferably a community health center.

### **Please forward your resume to**

Chinatown Service Center Human Resources

Attn: Amy Atondo

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aatondo@cscla.org

**Chinatown Service Center is a nondiscrimination equal opportunity employer. Auxiliary aids are available upon request to individuals with disabilities**