



Position: Director of Human Resources

Organization: After-School All-Stars

Location: Los Angeles, CA

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to middle school aged youth in school sites all across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

A UNIQUE OPPORTUNITY:

After-School All-Stars is seeking a dynamic and experienced professional as our National Director of Human Resources (DHR). The HR team strives to help employees find a career they love through recruiting top talent, onboarding towards excellence, training employees so they can be their best selves and be effective in their jobs and keeping employees safe and healthy. The DHR will lead efforts to recruit, develop, and retain high quality staff, and oversee employee and labor relations, compensation and benefits, risk management processes, training and onboarding, and HR systems.

The DHR will manage a team of high performing professionals, with direct reports of an HR Manager and Recruiting Manager. DHR will work closely with National Program department to align part time recruiting, hiring, and training practices to full-time and organizational standards of excellence. The DHR will serve in a key leadership function within the ASAS senior management team and will report into an executive team member.

SPECIFIC RESPONSIBILITIES:

CULTURE + DEI

- Develop and execute a people and culture strategy to attract, retain, develop, and scale the company's talent through equitable practices for full-time and part-time employees
- Act as an internal consultant to the C-Suite on topics such as leadership development performance management, culture building, and hiring practices
- Continue to build the HR department and develop processes to scale along with the growth of the company, including HR operations, culture programming, and talent acquisition
- Coach leaders on how to design, build and develop high performing teams
- Work with the executive leadership team to lead change management efforts across the organization
- Drive inclusion & diversity across the company through implementing initiatives to promote inclusion and diversity into our learning, core people processes and ways of working
- Develop strategies aimed at maintaining a healthy workplace culture including programs and initiatives related to employee communications, engagement and relations across the organization's programs and offices.
- Proactively drive effective employee communications in partnership with the leadership team
- Proactively and effectively improve workplace culture to foster organizational and individual effectiveness in a manner consistent with the organization's values
- Ensure supervisors and leaders have expertise and tools necessary to foster organizational effectiveness in a multicultural environment
- Fosters a culture of accountability, trust, recognition and results among staff at all levels consistent with the short and long-term objectives of the organization
- Promote and assess company culture, boosting aspects that strengthen the company and addressing aspects that require attention.

Recruitment

- Work with Recruiting Manager and Hiring Managers to contribute to the overall talent acquisition strategy for the organization
- Assist in sourcing, screening, and presenting candidates based on position requirements
- Identify and build new and creative sourcing tools and recruitment networks

- Build and promote processes, protocols, templates, and tools for hiring staff
- Ensure the organization has top quality job candidates by building strong referral and partnership networks and cultivating relationships with potential future candidates
- Build compensation guidelines and fair practices for pay increases and salary bands

Performance Management

- Develop and administer all aspects of annual performance management process
- Create and administer annual talent/succession planning cycle, including objective talent identification tools to identify internal skills and areas of improvement
- Partner closely with leadership to sculpt future performance/succession strategies
- Manage staff evaluation and feedback cycles and develop and execute strategies that leverage managers and leaders to build a strong organizational culture

Employee and Labor Relations

- Build and promote processes, protocols, templates, and tools for ensuring that ASAS is aligned to all applicable employment laws and is approaching labor compliance with a high standard of excellence
- Work with HR Manager to stay abreast of changing laws and requirements, and adjust ASAS policies as needed
- Work with HR Manager to fine tune the complaint and grievance process and protocol, including but not limited to, dispute resolution
- Evaluate and manage HR manager to impacting ASAS's Best Place to Work philosophies and employee benefits/wellness practices
- Manage annual updates to the employee handbook
- Ensure the Human Capital Management System is optimized for ASAS's needs
- Work with leaders across the organization to address labor or compliance related issues when they arise
- Oversee with HR Manager the risk management processes for the organization, including emergency preparedness
- Establish key performance indicators (KPIs) and other effectiveness indicators to monitor progress for all of HR's major functions
- Advise on federal, state, and local regulations and policies.

Employee Development

- Create and execute on a vision for talent development that fosters a strong culture of engagement and development to achieve organizational outcomes
- Partner with team leaders and managers across the organization to develop powerful, consistent onboarding tools and techniques for new team members
- Ensure applicants have interview and onboarding experiences that are high quality and reflective of the organization's culture
- Co-design and manage competency-based staff training, building structures to support staff professional development
- Lead planning and development of high-impact professional development opportunities across the organization
- Set a vision & invest key leaders and managers in how to allocate staff professional development dollars
- Analyze data regularly to make metrics-based decisions
- Foster and promote ASAS' on notice policy
- Other duties as needed

Other

- Oversee HR budget
- Manage HR and Talent dashboard and board book updates

WHO SHOULD APPLY?

The Director of HR will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. To be considered for this position, you must have at least five full years of experience leading a human resources department. The ideal candidate will demonstrate:

- A passion for ASAS' mission and familiarity with issues impacting the youth and communities we serve
- Highly developed interview skills, sharp discernment, and ability to execute good judgment
- Excellent coaching/training skills
- A strategic thinker and doer who maintains a strong balance between creative vision and project management skills, which many times will require one to actively roll up their sleeves to bring great ideas to life
- Ability to develop trusted relationships across all levels of the ASAS team, built on professionalism, follow-up and accurate communication
- Experience working in nonprofit/educational programs is highly valued
- Strong verbal and written communication skills, including interpersonal, organizational, and project management skills
- A strong sense of ownership and the ability to work efficiently in a fast-paced environment
- Dedication to continual learning and development
- Ability to work independently as well as part of a team, including with remote colleagues and ASAS staff at all levels of the organization
- Flexible and able to adapt to changing position demands and shifting organizational priorities
- Strong computer skills. Knowledge of Microsoft Office Suite and experience overseeing a human capital management system is required.
- SHRM or PHR certification is strongly preferred
- An undergraduate degree is required

SALARY AND BENEFITS:

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

HOW TO APPLY FOR THE DIRECTOR OF HR ROLE:

Please submit a **resume and cover letter** in PDF format via e-mail to asajobs@afterschoolallstars.org. Please put "Director of HR" and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org