



Position: Human Resources Coordinator

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 currently seeking a driven, proactive Human Resources (HR) Coordinator to support the Human Resource team, based in the National Headquarters in Los Angeles, CA. The Human Resources Coordinator will assist with compliance, talent acquisition and development, pre-onboarding and onboarding process for our new full-time and part-time hires, and HR policy and procedures.

SPECIFIC RESPONSIBILITIES:

Chapter Support and Compliance

- Support 5-6 shared chapters with HR daily operations
- Utilize Human Capital Management System (HCMS) to carry out HR functions of the organization, including employee onboarding and exiting employees
- Provide payroll and time keeping assistance as necessary
- Calculate wages, overtime, benefit deductions, garnishments, taxes, etc. as needed to ensure compliance with federal, state, and local laws
- Train operations and program personnel in HR functions including hiring practices, safety and labor compliance, and onboarding and exiting personnel
- Manage and the implementation and completion of Safe schools training
- Administer confidential employee personnel data including wages, benefits, paid time off, etc.

Talent Acquisition and Development

- Work with Recruiting Manager to source, screen and present candidates based on position requirements
- Learn and optimize creative sourcing tools and recruitment network, including LinkedIn Recruiter
- Ensure applicants have a high-quality interview process
- Assist with creation of talent pipeline of prospective candidates
- Support with ASAS talent branding efforts

Pre- Onboarding + Onboarding/Offboarding

- Process all data related to new hires and terminations including comprehensive background checks for all employees
- Organize processes, protocols, templates and tools for onboarding staff
- Support with employee benefits administration (health, dental, vision, 403(b), etc.)
- Collaborate with hiring managers and divisions in creating and scheduling onboarding plans for newly hired employees
- Ensure new employees have an informative, welcoming and effective onboarding process
- Additional HR related responsibilities as needed

Administration and Office Support

- Coordinate mail and shipping: posting, processing and dropping off of mail and/or UPS and FedEx; maintain mail and shipping supplies



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WHO SHOULD APPLY?

The HR Coordinator will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is required. The successful candidate will be extremely organized and detail oriented, have strong communication and collaboration skills, excellent writing skills, and be capable of multi-tasking and juggling multiple priorities and deadlines.

A minimum of 2-4 years in a similar role is required (nonprofit, university or an entrepreneurial organization.) The HR Coordinator must demonstrate a high level of professionalism and discretion, as the coordinator has access to sensitive organizational information. Candidates should have a desire to demonstrate exceptional skills in a high level, high profile position.

SALARY AND BENEFITS:

The salary range for this position is commensurate with qualifications and experience of the individual candidate. This is a full-time non-exempt position. ASAS offers competitive benefits including, but not limited to 18 days of paid time off, 15 paid holidays, flex time, unplugged days, our 24/7 employee assistance program, health, dental, vision, and an employer match for our 403(b) plans.

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

HOW TO APPLY FOR THE HR COORDINATOR ROLE:

Please submit a **resume and cover** letter via e-mail to: asasjobs@afterschoolallstars.org. Your cover letter should be in PDF format, addressed to the Manager of Recruitment, and indicate how your experience is relevant to this role with [After-School All-Stars](#). Please put "HR Coordinator" 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