



VICE PRESIDENT, HUMAN RESOURCES

CLASSIFICATION: Exempt (Non-Union)	SALARY: \$140,000 + DOE
DEPARTMENT: Human Resources	
REPORTS TO: President & CEO	APPLICATION DEADLINE: Until filled

For more than 45 years, Bet Tzedek has set the standard for innovation and excellence in poverty law. Inspired by the Jewish value of “Tzedek, tzedek tirdoff,” or “Justice, justice, you shall pursue,” the organization was founded by a group of volunteers responding to the need for legal services for low-income individuals in the Fairfax District. Today, the agency is comprised of over 90 full time staff and more than 1,000 volunteers dedicated to using the law to reverse injustices and inequalities faced by Los Angeles County’s low-income community members. Each year Bet Tzedek engages in outreach and education, individual representation, and policy and impact litigation advocacy efforts that help more than 50,000 people. Bet Tzedek’s clients range from young child immigrants to exploited day laborers, from members of the transgender community to people experiencing housing insecurity, and from Holocaust survivors to survivors of elder abuse.

Bet Tzedek is seeking a dynamic, creative, and collaborative individual with significant Human Resources and Operations experience to lead the agency’s Human Resource department and direct the organization’s staff engagement, vendor relations, emergency response, and Union relationships. The Vice President, Human Resources will be responsible for managing all areas of employee engagement and HR Operations, including: benefits management; talent lifecycle; training initiatives; policy review, implementation and development; and front desk operations, mail services, and other operations efforts. The Vice President, Human Resources leads a four-member team of high-achieving staff and reports directly to the President & CEO.

As a member of the Senior Leadership Team, the Vice President, Human Resources will be an empowered thought leader who partners with Bet Tzedek’s Board of Directors, President & CEO, CFO, VP Legal Programs, VP External Affairs, management team, and all staff – union and non-union, to preserve and enhance our client-centered, value-driven, and creative culture.

The Vice President, Human Resources will be a vital change agent and innovator taking a lead role in identifying organizational strengths, vulnerabilities, and opportunities. Equally critical is this leader’s role as a relationship-builder across the firm and within the management team. This individual will be expected to drive the charge in managing the agency’s HR strategy and improving processes and programs to grow and retain our talented professionals, while maintaining a vision for furthering goals related to diversity, equity, and inclusion across the agency. Key in these efforts will be having an individual who understands working and partnering with Bet Tzedek’s union is a critical component of building Bet Tzedek’s strength.

Bet Tzedek’s Vice President, Human Resources must have strong business acumen and a long-view mentality. The events of 2020 have rapidly moved Bet Tzedek to a virtual world. This position will be instrumental in developing adaptable talent solutions that leverage data and digital tools and strategies to help address the merging of personal and professional lives and the need for work-life balance even as the client need increases.

ESSENTIAL DUTIES

- As a member of the Senior Leadership Team, develop and implement HR practice, policies, and procedures in support of the agency’s mission of securing access to justice on behalf of low-income individuals living in Los Angeles County;
- In partnership with the President & CEO and the CFO, develop an annual organization compensation philosophy, strategy and program to ensure pay equity and marketplace competitiveness;
- Build and implement comprehensive strategic talent acquisition, management, and retention plans, with a focus on diversity, equity, and inclusion;

- Design and implement comprehensive health and wellness programs focused on the diverse needs of the agency's professionals;
- In partnership with the management team, help develop and implement staff professional development plans and benchmarks, help manage the agency's yearly evaluation process, and generally serve as a leader in efforts to support all of Bet Tzedek's staff's professional growth;
- Support management and staff in successfully navigating professional relationships and resolving conflicts;
- Drive HR-related insights and create and monitor HR-related benchmarks, metrics, and analytics, which provide a foundation for informed, data-driven decision-making;
- Work with President & CEO and pro bono counsel to ensure Bet Tzedek's compliance with all federal, state, and local employment laws;
- Manage all aspects of the agency's benefits program, including its health care plan and health care enrollment;
- Manage all relationships with HR-related vendors;
- Manage various office-wide operational practices and procedures and supervise staff responsible for implementing operational practices and procedures, including but not limited to front desk, mail, supplies, and file room operations;
- Continuously motivate, support, and supervise a cross-functional team;
- Engage and serve as point person on union issues, including CBA negotiations, policy review and interpretation, grievance process, and partnering with Labor Management and other collaborative union committees;
- Serve as staff lead on Bet Tzedek Board of Director's Personnel and Hiring Committees;
- Regularly represent Bet Tzedek in the community, including attending meetings with key community partners;
- Other duties, as may be required.

QUALIFICATIONS

- Bachelor's Degree in Human Resources, Organizational Development, Business, Psychology or related field (preferred);
- Significant leadership and management experience (required);
- 8-10 years' experience leading Human Resources in a professional services environment (preferred);
- Experience managing operational budgets and HR vendor relationships (required);
- SHRM-SCP and SPHR certification (strongly preferred);
- Experience with HRIS and payroll integration, COMEET, 321Forms, and ADP Workforce (preferred);
- Ability to drive thought leadership around values and build cohesive HR practices that put people first (required);
- Skilled at influencing others and gaining stakeholder trust and confidence (required);
- Experience helping individuals navigate professional relationships and resolve conflict (required);
- Willingness to adapt to future HR technologies and automated processes (required);
- Experience working in a non-profit or for-profit law firm (preferred by not required);
- Law degree (preferred but not required);
- Demonstrated commitment to Bet Tzedek's mission to provide free legal services to those who need them most (required);
- Demonstrated commitment to diversity, equity, and inclusion (required).

HOW TO APPLY

Email letter of interest and resume to bettzedek.7D.915@applynow.io (Subject: "VP, Human Resources")

Please note: To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.

Bet Tzedek Legal Services 3250 Wilshire Blvd. 13th Floor Los Angeles, CA
90010-1577 main: (323) 939-0506 • fax: (213) 471-4568 • www.bettzedek.org