



JOB ANNOUNCEMENT
OFFICE MANAGER & HR GENERALIST

(Date Opened: 3/30/21)

Application Deadline – Open Until Filled

Applications reviewed on a rolling basis

Job Title: Office Manager & HR Generalist
FLSA: Full-time, Exempt
Reports to: Chief Operating Officer
Salary: \$70,000-\$75,000
Location: Hybrid downtown SF & work from home

Are you ready to apply your HR experience and operational savvy to one of the Bay Area's leading civil rights nonprofits? If so, consider joining our team at Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCRSF)!

About LCCRSF

LCCRSF works to dismantle systems of oppression and racism, and to build an equitable and just society. Formed in 1968 to bridge the legal community and the Civil Rights Movement, we advance the rights of people of color, immigrants, refugees and low-income individuals. Not only do we fight oppression and construct more just systems and institutions, we build the movement by investing in legal fellows and supporting a network of over 1,000 active pro bono attorneys who fight alongside us.

LCCRSF is woman- and minority-led. We are a diverse team of 25+ dedicated people and prioritize a caring, supportive environment. LCCRSF offers competitive nonprofit salaries, a casual, friendly culture, remote work options, generous benefits and paid time off, professional development and training, and wellness extras (such as Summer Fridays close at 3pm.)

About You

We're searching for a highly capable person with 3-5 years relevant experience who brings heart to their role. The Office Manager & HR Generalist is a new position on the Administration team, which includes the COO and Receptionist/Operations Assistant.

Over the last few years, LCCRSF has gone through a growth phase and is in a strong and stable place. This role offers the opportunity to help build out our infrastructure to support that growth. As Office Manager & HR Generalist, your contributions are important and will be valued as essential to LCCRSF's success. You do not need to be a credentialed HR professional or IT pro – just be the person with enough know-how to find the answer!

Your Work

- **Human Resources Administration (50%):** Functional areas include payroll, benefits, recruitment, onboarding and offboarding, employee engagement, professional development, annual reviews, personnel handbook, and compliance. We also want to ensure there's space

for staying up to date on HR news, participating in relevant networks, and for professional development and training.

- **Nonprofit Infrastructure and Technology (40%):** Serve as Office Manager, be our non-technical IT lead (we have an outside IT help desk), maintain vendor relationships for services and software, and manage processes to mitigate risk and ensure legal compliance. May assist COO with their operational duties, including policies, org-wide systems, vendor selection, contract negotiation, and tax filings.
- **Administrative Support (10%):** Assist COO with various tasks in the HR, finance and administration functions as needed.

Location/Schedule

- Our office is on the beautiful Embarcadero in San Francisco (views!). We're close to many transit options, next door to the YMCA and there are plentiful places to eat nearby.
- We're currently working remote through August 31, 2021. We're developing a post-pandemic Work from Home Policy summer 2021, which you'll likely help work on! We expect a hybrid of remote work and in-office days.
- Regular working hours are approx. M-F 9-5. We offer flexible and family-friendly schedules.

Paid Time Off

- 15 vacation days, 1 personal day, 13 holidays + Election Day off in even years, 12 sick days
- Office Close last week of year (some positions have work duties during this time); Summer Fridays close at 3pm
- At five years, **two month paid sabbatical** and an additional 5 days/year vacation

Benefits

- 100% of employee and 80% of dependent premiums paid for Gold-level HMOs and dental/vision. Life insurance and AD&D. Extra discounts and services through an EAP.
- Employees can contribute pre-tax to commute, medical and dependent care FSAs, and dependents' medical share.
- 403b retirement account, with % salary match from LCCRSF after one year.
- Professional development and training. Professional association and network memberships.

Essential Qualifications

1. BA/BS or equivalent job experience.
2. 3-5 years relevant nonprofit HR experience in a range of functional areas. Must have payroll experience. General familiarity with key federal and state labor and payroll laws.
3. 2+ years' experience as an office manager or operations support, with similar job duties to this position, strongly preferred.
4. High level of comfort and fluency with technology. Experience with Microsoft 365 and Office Suite. Pluses: ADP Run, an HRIS, Salesforce.

Qualities

1. Strong interpersonal and communication skills (both written and verbal).

2. Good judgment and discretion to manage sensitive and confidential matters.
3. Exceptional problem-solving and project management skills, meticulous attention to detail and commitment to accuracy. Strong analytical and research skills.
4. Adaptable and comfortable with competing demands. Excellent time management skills.
5. Demonstrated commitment to LCCRSF's core values and the work of any of its program areas: immigrant justice, racial justice, educational equity, and economic justice.

Physical Factors

LCCRSF complies with all applicable laws. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions below:

1. Ability to remain in a stationary position to operate a computer and other office machines, and manual dexterity to operate a keyboard, for extended periods of time.
2. Employee is regularly required to talk, hear, see, and communicate effectively via computer.
3. This role requires frequent sitting.
4. Ability to occasionally lift objects weighing up to 10 pounds.
5. Moderate noise when back in the office (e.g., typical business office activities).

To Apply

Applications will be reviewed on a rolling basis. **Applicants should submit 1) a thoughtful cover letter and 2) a resume by email to careers@lccrsf.org** (put "Office Manager & HR Generalist" in the subject line). Questions can also go to that email.

In your cover letter, in addition to describing your interest in the position and qualifications, please respond to the following question: What in your background and experience has prepared you to work for an organization dedicated to advancing racial equity? Feel free to think broadly about your response, applying professional or personal experiences.

We hope to have someone start by July 1, 2021. We expect two rounds of interviews via Zoom, with detailed job description shared at second round. For final round candidates, we'll ask for references.

Lawyers' Committee for Civil Rights of the San Francisco Bay Area thrives as an affirmative action/equal opportunity employer. BIPOC, LGBTQ+ candidates, people of all gender identities, persons with disabilities and individuals over 55 are encouraged to apply.