LEADERSHIP EDUCATION FOR ASIAN PACIFICS

Who We Are

LEAP (Leadership Education for Asian Pacifis) is a national, nonprofit organization founded in 1982 with a mission to achieve full participation and equality for Asian and Pacific Islanders (APIs). LEAP works to achieve this mission by: Developing People, because leaders are made not born; Informing Society, because leaders know the issues; and Empowering Communities, because leaders are grounded in strong, vibrant communities. Guided by the philosophy: “Keep Your Values. Develop New Skills.”, LEAP is focused on “uncapping talent” and filling the pipeline with Asian and Pacific Islander leaders across all sectors.

About This Role

LEAP is seeking a Human Resources/Operations Manager to develop and administer all human resource initiatives and provide HR support to all employees. You will also be responsible for the office and operations management of the organization. This position reports to the SVP of Administration and CFO. You will be integral in assisting senior management in building impactful relationships with vendors, clients, and internal staff to enable LEAP to function effectively and efficiently.

Our ideal candidate will have a passion for building up the API community, and have the ability to speak eloquently about LEAP’s mission with a keen aptitude to inspire this same passion in others. To be successful in this position you must enjoy working in a close-knit team environment, possess strong interpersonal and communication skills, have a high-level of written communication skills, be highly flexible and excel in a fast paced, multi-tasking and dynamic work environment.

What You’ll Do

The HR/Operations Manager is a new role at LEAP with a primary responsibility to execute core HR processes and day-to-day office management. Specific responsibilities would include:

Human Resources:
- Research, implement and administer all company benefit plans
- Maintain all personnel policies and procedures and provide guidance and interpretation to staff
- Maintain in-depth knowledge of legal requirement related to HR, reducing legal risks and ensuring regulatory compliance
- Maintain knowledge of industry trends and make recommendations to Management Team
- Conduct full-cycle recruitment of new employees, including placing job descriptions, interviewing, consulting with internal hiring managers and managing orientation and on-boarding process
- Manage staff training/personal development program
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- Identify and work with external HR consultant and attorneys on special projects as needed
- Assist CFO in other HR and Accounting responsibilities as necessary
**Operations:**

- Manage and oversee office services functions including office equipment, supplies and vendors
- Update and maintain operations manuals
- Play leading role in office space management, including the anticipation of office space needs and managing office moves
- Serve as contact person for employees and vendors regarding office operations
- Track staff requests pertaining to operations and liaise with building property manager regarding tenant-landlord issues
- Maintain current professional insurance policies and act as point person for insurance certificate requests from staff, vendors and clients
- Assist CFO in communications with real estate advisors, brokers and building management regarding lease obligations
- Assist CFO in other operation responsibilities as necessary

**Who You Are**

- Bachelor’s Degree in Business Administration or related field
- 3-5 years of experience in a Human Resources Generalist capacity
- Strong written and verbal communication skills
- Strong interpersonal skills and adept at employee relations including conflict resolution
- Professional demeanor and ability to interact with clients, participants, executives and staff
- Strong familiarity in the Asian and Pacific Islander community, its issues, needs, challenges and opportunities
- Ability to prioritize multiple projects simultaneously and exercise confidentiality
- Highly organized and self-motivated
- A natural leader who focuses on the growth and well-being of others
- Commitment to working with a diverse staff
- Nonprofit experience desirable but not required
- A sense of humor, confidence, flexibility and a commitment of excellence
- Must be local to Southern California

If you are interested in helping the API community and this role interests you, we encourage you to apply by emailing your resume to Grace Toy at GToy@leap.org