



HUMAN RESOURCES SPECIALIST JOB ANNOUNCEMENT

TITLE	Human Resources Specialist
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Human Resources
LOCATION	Santa Ana, California (Hybrid Schedule- 2 days remote/3 days on-site)

Who is Charitable Ventures?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Do you have a passion for providing top notch HR functions? Do you have a desire to work for an organization that supports social change in Orange County?

If so, your passions align with the Charitable Ventures mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Execute payroll processing to ensure accurate pay and reporting?
- Provide support for recruitment processes and execute the job offer and hiring process?
- Ensure data accuracy in the HRIS?
- Support employees requesting leave of absence or accommodations?
- Provide support and training to nonprofit leaders and managers?

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.



Job Summary

The Human Resources Specialist will fulfill a key role in the day-to-day operations of the Human Resources Department. The Human Resources Specialist will carry out functional Human Resources tasks including recruitment, onboarding, training, workplace culture, payroll/benefits, legal compliance, and contract management. This position provides Human Resources support and guidance across the organization and is responsible for modeling professional and respectful interactions with all employees.

What are the desired qualifications?

Education:

Associate's or Bachelor's degree in Human Resources, Business or related field preferred; Certificate in Human Resources highly preferred and/or equivalent experience.

Experience:

Three or more years of experience in an equivalent role is preferred; minimum one year of equivalent experience is required.

Compensation Commensurate with experience, education, and market (\$26 - \$31 per hour)

Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship,



and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Applications: Please send cover letter and resume to HR@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.