



YOUTH LEADERSHIP INSTITUTE

Use Your Voice

Human Resources Specialist Job Opening Announcement

Youth Leadership Institute (yli) brings together young people and their adult allies to create positive community change that promotes social justice and racial equity. With community-based programs based in Fresno, San Francisco, Marin, San Mateo, Merced, Long Beach and the Eastern Coachella Valley, yli engages young people of color, low-income youth, and other impacted youth as advocates of social change.

yli CORE VALUES

- **Inclusion:** Young people are profoundly impacted by policies affecting their communities. yli brings youth to the table and works to institutionalize youth voice in the decision-making process.
- **Innovation:** Youth can often see a way forward where adults cannot. yli encourages youth to identify and implement their own solutions to the issues their communities face.
- **Social Justice:** Throughout history, young people have ignited and led social justice movements to create a better world for everyone. yli helps them to focus their attention on the root causes of injustice, and sharpen the skills they need to tackle them.
- **Community:** Nobody can do it alone! Through relationship and coalition-building, yli feeds the connective tissue within our communities to power our movements with the brilliance, resourcefulness, and wisdom of our partners.

JOB SUMMARY

The Human Resources (HR) Specialist will be involved with all aspects of the employee lifecycle, including onboarding, offboarding, benefits administration, recruiting, and updating HR policies and procedures. This role supports managers in building the organizational culture, and collaborates with our external HR Consultant to ensure that yli's HR functions align with best practices. As the primary role carrying out day-to-day HR functions, this is a key position, and with guidance from CFO and Senior HR Consultant, will work to ensure HR operates smoothly across the organization, and that organizational values, including equity and inclusion, are reflected throughout yli.

THE ROLE: KEY DUTIES & RESPONSIBILITIES

Staff Recruitment and Transitions

- Support managers with recruitment, including developing job descriptions, job announcements, and posting open positions.
- Oversee all onboarding and offboarding tasks
- Support the senior HR consultant with leaves:
- Collaborate with and serve as liaison to the finance/payroll team as needed.
- Provide administrative support to managers and staff during staff transitions, and ensure a smooth workflow is in place.

Benefits Administration Support:

- Working closely with the CFO and HR consultant, administer health plans, workers compensation, and other benefit programs
- Develop relationships with brokers, carriers, and claims administrators.

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Policies and compliance:

- working closely with the CFO and HR consultant, develop and update employment handbooks, policies and related materials;
- carry out tasks to ensure that yli remains compliant with local, state, and federal regulations.

General department maintenance:

- Implement best practices, develop procedures, document systems,
- Maintain electronic files.

Work environment, professional development, values alignment:

- Support leadership in maintaining an equitable and values-aligned workplace;
- Support managers in handling employee issues;
- Provide administrative support for annual performance reviews;
- Collaborate with CFO and HR Consultant to manage workplace safety efforts including COVID response.

Diversity, equity and inclusion:

- Support yli's efforts to integrate DEI values across all aspects of HR operations and throughout workplace culture, such as incorporating DEI principles into recruiting and interviewing, lifting up values in documents such as job descriptions and policies, and supporting DEI committee work.

Organizational Leadership - Contribute to yli's organizational mission and goals:

- Actively participate in yli committees, meetings and activities, including organizational anti-racism work.
- Stay informed about local issues, trends and opportunities in the field, sharing relevant issues and opportunities with colleagues.

REQUIRED EDUCATION AND EXPERIENCE

- 2-3 years of human resource experience.
- Nonprofit experience preferred.
- BA/BS degree, or equivalent work experience.
- Computer literate in Mac Platform; proficient in Microsoft Word, Excel and Google Applications

REQUIRED SKILLS AND QUALITIES

- Strong written and verbal communications skills
- Excellent follow-through skills; detail-oriented, organized, professional
- Able to work in a fast-paced, multifaceted environment
- Capacity to be self-motivated
- Commitment to YLI's values of community, inclusion, innovation, and social justice
- Ability to work independently, exhibits excellent judgment, and maintains confidentiality
- Commitment to actively dismantling systemic racism, and to continuously deepening your own understanding of intersecting oppressions, including anti-Blackness, colorism, ageism, and gender inequities.

PHYSICAL REQUIREMENTS

We include these to be transparent and welcoming to those with differing abilities, to facilitate clear communication regarding requests for accommodations.

- Occasional in-state travel required.

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- Occasional lifting of up to 20 lbs.
- Capacity to communicate effectively via email, phone, and video call.
- Sitting and typing required, for several hours per day.

COMPENSATION & BENEFITS

This is a full-time exempt position reporting to the CFO. Work is currently primarily remote, but, post-COVID, work can be based at one of our statewide offices, remain remote or a hybrid. The starting range for this position is \$70,000-\$75,000.

We offer a generous benefits package, including full medical, dental and vision coverage (dependent premiums 50% paid by yli), optional health, commuter and dependent care flexible spending accounts, flexible work schedules, and 403(b) plan with 4% match after one year of service.

COVID-19 Safety and Vaccines: yli prioritizes the safety of our staff, youth participants, and the wider community. Due to the COVID-19 pandemic, staff and their supervisors work together to determine the appropriate remote or onsite work arrangement based on recommendations from government health agencies, the nature of the individual's role, and in alignment with organizational policies and departmental needs. We currently have a **mandatory vaccination policy**, including an accommodations request process for those needing religious or medical exemptions.

TO APPLY: Email a cover letter and resume with the subject line **HR Specialist** to: jobs@yli.org.

Inclusion sits at the center of yli's programs. yli is an equal opportunity employer and does not discriminate against its employees or applicants based on race, color, religion, national origin, ancestry, age, medical condition, ability, veteran status, marital status, sexual orientation, HIV/AIDS status and/or any other protected basis. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. People of color, LGBT persons, and people with disabilities are encouraged to apply. Youth Alumni who have participated and completed programs at yli are strongly encouraged to apply.

yli is committed to providing access and reasonable accommodations for individuals with disabilities in all aspects of the employment process. If a reasonable accommodation is needed, please contact hr@yli.org with the subject line "Accommodations Request."

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