

JOIN OUR TEAM!

The California Pan-Ethnic Health Network (CPEHN) is seeking a full-time HR & Recruitment Coordinator. The HR & Recruitment Coordinator works closely with the Finance and Administration Director and Senior People and Systems Manager to provide support in all aspects of human resource management. This includes but is not limited to: managing recruitment and hiring, compliance, compensation and benefits, and performance evaluations. This is a unique opportunity for someone who is committed to **employment equity**, is excited about building and refining processes, and is comfortable working with every member of the CPEHN team.

This position may be based anywhere in California. This is a hybrid position that is mostly remote. CPEHN maintains physical offices in Oakland and Sacramento. CPEHN has a mandatory up-to-date COVID-19 vaccine policy.

CPEHN is a statewide health policy organization focused on addressing racial and ethnic health disparities.

We are looking for someone passionate about utilizing their experience and **administrative skills, human resource** experience, and recruitment strategies to enhance CPEHN's impact. Our ideal candidate is someone who is an experienced **nonprofit recruiter**, has **strong interpersonal skills**, and thrives in a **fast-paced and collaborative** environment.

*It is not anticipated that the right candidate will have applicable experience for every single responsibility listed above, yet **we are seeking someone who is excited to learn and grow their capacity** in a relatively fast-paced environment.*

Essential Skills:

- Experience in and knowledge of the HR function, recruitment process, and employment equity.
- Excellent interpersonal skills, critical-thinking skills, professionalism, and problem-solving skills
- Attention to detail and the ability to operate with considerable independence to effectively establish priorities and work accurately under time constraints.
- Sound judgment, effective collaborator and team player, proven multitasker.
- Highly computer literate with capability in email, MS Office and related business, technology and communication tools, social media (especially LinkedIn).
- Cultural humility and ability to understand issues impacting all communities of color, especially immigrant and refugee communities

Qualifications:

- At least 1 year of administrative experience required
- At least 1 year of nonprofit experience is preferred
- 2-3 years of experience in HR is preferred

Compensation and Benefits:

\$62,500 – \$68,000 (DOE). Excellent benefits (100% employer paid health and dental insurance, retirement plan contributions, sabbatical leave, and more). CPEHN provides all employees with professional development funds to grow and hone skills relevant to their work.

To Apply:

Submit your application in a single PDF document to jobs@cpehn.org, subject: HR & Recruitment Coordinator Application. Please include:

- Cover letter
- Resume

CPEHN is an equal opportunity employer and is committed to identifying and developing the skills and leadership of people from diverse backgrounds. Bilingual individuals are encouraged to apply.

CPEHN Values: Integrity | Equity | Collaboration | Commitment