



## **HR Business Partner**

Position Announcement | HRBP

### **POSITION DESCRIPTION**

The HR business partner (HRBP) position is responsible for aligning organization objectives with employees and management. The position serves as a consultant to management on human resource-related issues. The successful HRBP acts as an employee champion and change agent. The role assesses and anticipates HR-related needs. Communicating needs proactively within Main Street Launch, the HRBP seeks to develop integrated solutions. The HRBP maintains an effective level of business literacy about Main Street Launch's financial position, its midrange plans, its culture and its competition.

### **Position Responsibilities:**

- Develops and administers various human resources plans and procedures for all personnel.
- Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews.
- Identifies training needs for Main Street Launch and individual supervisor coaching needs.
- Participates in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met.
- Establishes and maintains department records and reports Maintains organizational charts and employee directory.
- Ensures compliance with all federal, state and local employment laws.

### **COMPETENCIES**

- Business Acumen
- Ethical Practice
- Communication
- Consultation
- Critical Evaluation
- Cultural Awareness
- HR Expertise
- Leadership & Navigation
- Relationship Management

### **BENEFITS**

All full time employees are eligible for generous medical, dental, vision, paid time-off and 401(k) benefits.

### **QUALIFICATIONS**

- A bachelor's degree and at least 3 years of human resource experience



### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Consistently exercises good judgement; understands when to ask for consultation; anticipates potential obstacles and possible solutions; able to pivot to resolve complex situations.
- Personal qualities of integrity, credibility, and commitment to the organization with a passion for economic development and empowering business entrepreneurs.
- Good people skills with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Demonstrated understanding of issues facing diverse entrepreneurs
- Self-starter who can work with minimal supervision and be comfortable in an evolving nonprofit environment.
- Demonstrated ability to set priorities, meet deadlines and maintain emotional control in a fast-paced setting.
- Demonstrated skill in group presentation and public speaking.
- Ability to express oneself clearly and articulately both orally and in writing.
- Ability to make decisions and take initiative in problem and conflict resolution.
- Ability to exercise tact and responsibility with handling confidential information

### **ENVIRONMENTAL CONDITIONS**

The work environment characteristics and physical effort described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a wide range of small business locations in the Oakland community and surrounding areas approximately 50% of the time and 50% in an office setting. Work assignments are diversified and may cause stress in meeting tight deadlines with scheduling requirements. The physical requirements of the job are for employees to talk, hear, bend/stoop, sitting, standing, and/or walking for up to 8 hours per day. Furthermore, the job requires employees to lift/carry/push or pull up to 25 pounds with or without assistance.

### **ABOUT US**

Since 1979 we have empowered small business owners in the Bay Area, beginning in Oakland and expanding to serve San Francisco and veteran-owned businesses in California. Through our core services we help small businesses expand in size, increase their profits, and reach their goals. We are honored to work with successful, innovative, and community-oriented entrepreneurs. We believe in the power of entrepreneurship to transform lives and communities. In the last 10 years we closed 742 loans that totaled more than \$63.6 million. Our borrowers have created thousands of new jobs in the Bay Area. Our vision is to empower small business owners to succeed, transforming their lives and helping our communities thrive.

### **How to Apply:**

Qualified candidates must submit a resume and cover letter highlighting their relevant experience to [careers@mainstreetlaunch.org](mailto:careers@mainstreetlaunch.org) with "HR Business Partner" in the email subject line.

***Main Street Launch will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance.***