

**About:**

Project Youth OC is a nonprofit organization dedicated to empowering youth and families through education, prevention, and intervention. Our culturally responsive programs equip young people with tools to overcome systemic barriers and build stronger futures. We believe in second chances, authentic community engagement, and long-term change.

Role:

HR & Operations Manager

Location: Santa Ana, CA

Reports to: Executive Director

Classification: Exempt Full Time

Salary Range: Starting at \$75k annually

Eligibility: Authorization to work for any employer in the United States is required.

Summary:

The HR & Operations Manager ensures Project Youth OC runs smoothly, compliantly, and in alignment with our mission to support youth and families. This role blends human resources, administrative operations, compliance, and facilities oversight—serving as the go-to person for internal systems and staff support. The HR & Operations Manager supervises the Accounting Clerk and works closely with the Executive Assistant and contracted Accountant to ensure organizational effectiveness. This role is ideal for a detail-oriented professional who thrives in a collaborative, mission-driven setting and brings strong people, systems, and problem-solving skills.

You'll be responsible for:**Human Resources & Employee Support**

- Manage payroll processing, wage allocations, and wage compliance in partnership with the Accountant and external payroll systems
- Administer employee benefits, onboarding, offboarding, and personnel recordkeeping
- Maintain employee handbook, employee and workplace policies in compliance with state/federal employment law
- Provide HR/safety related training, support managers and staff, lead wellness initiatives and participate in the Culture Committee

Compliance, Risk & Insurance

- Ensure organizational compliance with HR, insurance, grant, and workplace regulations
- Manage liability, D&O, and property insurance policies and renewals
- Track and manage all organizational licenses, permits, and annual filings (e.g., IRS Form 990, RRF-1, SI-100, city business license, insurance renewals, elevator permits) to ensure ongoing compliance with federal, state, and local regulations
- Ensure grant compliance by overseeing grant invoicing and payroll cost allocations in alignment with contract guidelines
- Maintain internal controls and manage preparation and communication for annual Audits annual Census and any surveys

Facilities & Operations Management

- Oversee all building-related operations, including maintenance, repairs, safety, emergency preparedness and security protocols
- Develop and enforce office protocols that support an effective and welcoming work environment
- Manage building access and security systems in partnership with EA and IT vendors and serve as the point of contact for building safety
- Coordinate relationship and communication with the property manager and represent the organization at the Building Owners Association
- Manage building insurance, occupancy permits, and all compliance related licenses

Administrative Oversight

- Supervise the Accounting Clerk to ensure accurate timesheets, accounts payable/receivable, and admin support
- Partner with the Accountant and Executive Director to align financial systems
- Partner with Executive Assistant to align administrative and office operations
- Identify process improvements to increase efficiency, staff satisfaction, and compliance readiness
- Provide regular reports and updates to the ED and support internal operations with additional responsibilities, as needed.

You must have:

- 3-5 years of experience in HR, operations, nonprofit administration, and/or facilities management
- Strong knowledge of HR law, payroll processing, and benefits administration required
- Detail-oriented and organized, with strong interpersonal and communication skills
- Comfortable managing vendors, contracts, and basic facilities operations
- Tech-savvy and familiar with Google Suite, HRIS, Quickbooks, or project management systems
- Passion for empowering youth and making a positive impact in the community.

It's an added plus if you have:

- Bachelor's degree in a related field.
- Experience leading and directly supervising teams.
- Experience with grant-related tracking, compliance, and invoice support preferred

You'll be successful if:

You are a strategic thinker

You have the strategic prowess and social intelligence required to help build scalable programs.

You get things done

You keep your cool under pressure and know how to prioritize your responsibilities. And when you need help, you're not afraid to ask.

You are extremely organized and detail oriented

You prioritize well and are able to manage important projects, schedules, and communications in an orderly fashion. You can handle and prioritize several projects at once.

You are trustworthy and professional

You've proven you're equipped to handle and maintain confidential information. Even if no one else were in the office, you'd work just as hard and just as meticulously.

You're methodical

You are able to formulate and follow clear processes and steps. Whether it's cleaning and categorizing data, managing an event task list, or hosting important guests and activities, you can create a repeatable process to help save time and ensure consistency.

You're obsessed with accuracy

You double and triple-check your work because you know that accurate data is crucial to operating successfully. You pay strong attention to detail, have excellent grammar, spelling, and proofreading skills. You care about the numbers being right and take the time to make sure everything reconciles or is set up to be error-proof.

You believe in the future of Project Youth

You take your responsibilities seriously; the success of this role is critical to our organization's growth.

Why Choose Project Youth OC?

You'll have a career that truly makes a difference in the lives of young people and their families. You will join a team committed to doing the work and challenging each other to be an organization where everyone is respected and heard. You'll experience a culture committed to providing genuine opportunities for people to thrive. You'll receive quarterly personal and professional development opportunities. You'll receive generous vacation and 14 paid holidays off in addition to a week in December! You'll qualify to receive comprehensive health insurance (and we pay 100% of your employee contribution premiums for medical, dental, vision, AND basic life insurance), 403(b) retirement plan with match.

WORK ENVIRONMENT:

The environmental conditions described are representative of those that an employee must meet to successfully perform the job's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Routine office environment.
- Routine independent travel.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization.

Your employment with PYOC is "at will," meaning that either you or PYOC may end your employment at any time and with or without cause.