Director of Human Resources and Administration

KIDWORKS | SANTA ANA, CA

About KidWorks

For more than 30 years, KidWorks has served youth and families in under-resourced neighborhoods creating meaningful, lasting change by developing resilient, resourceful individuals equipped to thrive.

From our start in a small apartment, KidWorks has grown into a vibrant community development non-profit serving hundreds of children through a licensed preschool, after-school, tutoring, mentoring, college and career readiness, family services, and leadership development programs.

"We're with students from Pre-K to B.A. developing confident, resilient adults who are equipped to succeed and motivated to give back."

Founded by a youth pastor in 1993, KidWorks is anchored by God's love, committed to Christ-like values, and the belief every child is created to positively impact the world. Currently, our programs boast a 100% high school graduation rate and 98% of our participants go on to pursue a college degree.

We're looking ahead with resolve toward creating a brighter future and expanding our reach to support more children, families, and communities.

The First Six Months

Get to know the mission, people, programs, and culture; build trusted relationships with leaders and staff

Assess HR and administration; create an HR strategy with prioritized goals and activities

We're looking for...

A thoughtful, strategic HR leader who:

- Believes that supporting the people behind a mission can change the lives of children and families.
- Builds trust through listening, clear communication, and consistent action—and turns ideas into practical systems.
- Wants to shape a workplace where people feel valued, supported, and equipped to make a difference.

As KidWorks' top HR leader, reporting directly to the CEO, you will help shape the culture and strengthen the foundation that enables our mission to thrive.

You'll have a meaningful opportunity to strengthen company culture, mentor leaders, and create HR practices that support our people and reflect our values.

If you bring both a people-first mindset and the ability to build structure, this is an opportunity to make a lasting impact on an organization—and the community it serves.

Key Elements

Reporting directly to the CEO, the Director of Human Resources and Administration leads the full employee lifecycle and oversees the operational systems that help KidWorks run effectively.

As a strategic thought partner and hands-on leader, you will align people practices with the mission, strengthen accountability, and help create a healthy, values-driven workplace in Santa Ana.

The Details

- Build an HR strategy and practical infrastructure, including clear policies, onboarding workflows, employee records, and consistent day-to-day HR support.
- Lead talent acquisition and retention across departments, from recruiting and hiring through onboarding, development, performance management, and offboarding.
- Guide employee relations with discretion and fairness; coach managers, listen to staff, and translate engagement feedback into meaningful improvements.
- Oversee payroll and benefits administration; develop annual compensation analysis and staffing plans aligned with the budget.
- Maintain compliant employment practices and internal controls; strengthen HR systems and the use of EOS (Entrepreneurial Operating System) tools and meeting rhythms.
- Lead and mentor HR and operations staff; streamline workflows, communication, and administrative systems, with clear responsibilities and accountability.

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Strengthen core HR systems, policies, processes, and infrastructure

Begin shaping a “great place to work” culture

Identify operational gaps, streamline processes, improve efficiency, and clarify responsibilities and accountabilities

Key Qualities

A thoughtful listener who builds credibility through sound judgment and follow-through

A hands-on leader who balances strategic thinking with practical execution

Values-driven and inspired by KidWorks’ mission, faith foundation, and community

Emotionally intelligent, culturally responsive, and skilled at navigating sensitive conversations

Collaborative, transparent, and committed to fairness and accountability

A trusted coach who helps leaders and staff do their best work

Contact

Kate Kjeell

President

TalentWell

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- Oversee facilities, technology, vendor contracts, maintenance, and safety; identify gaps and improve operational efficiency.
- Develop and monitor HR and operations budgets; lead succession planning and leadership development for near- and long-term needs.
- Partner with the CEO, leaders, and Board of Directors; prepare clear operational reports and updates and build productive community relationships.

Capabilities & Qualifications

- Bachelor’s degree in HR, Business Administration, or a related field; 8–10+ years of progressive HR and operations or administration experience, including at least 7 years in leadership. Nonprofit experience strongly preferred.
- Strong knowledge of state and federal employment laws and hands-on experience across the employee lifecycle, compensation, benefits, and employee relations.
- A record of building trust and organizational culture through active listening, sound judgment, cultural responsiveness, and transparent communication.
- Experience with facilities and vendors, departmental budgets, HRIS and operational software; proficiency in Microsoft Office and strong project management skills.
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification preferred
- Bilingual English/Spanish a plus.
- Valid driver’s license and reliable transportation for local travel, with flexibility for occasional evenings and weekends.
- Commitment to KidWorks’ mission and values.

Compensation & Benefits

This full-time, exempt role offers medical, dental, and vision benefits, a 401(k) plan, and paid vacation, sick time, and holidays. KidWorks is an equal opportunity employer.



