



## Housing Matters Human Resources Manager

### **Reports to: Deputy Director**

Housing Matters (HM) partners with individuals and families to create pathways out of their homelessness into permanent housing. HM is a leader in working to end homelessness – and we want you to be part of our team. HM is looking for individuals eager to make a difference and willing to enthusiastically commit to join in our vision that homelessness in Santa Cruz County should be rare, brief and non-recurring.

### **Job Description:**

The Housing Matters Human Resources (HR) Manager is responsible for all human resource activities such as providing advice, assistance, and follow-up on company policies, procedures, and documentation. They will coordinate the resolution of specific policy-related and procedural problems and inquiries.

### **Job Duties:**

- Responsible for all human resource activities to include employment, compensation, labor relations, benefits, and training and development.
- Responsible for volunteer management within the organization.
- Post open positions, review application/resume and evaluate applicant skills and make recommendations regarding applicant's qualifications.
- Administer and explain benefits to employees, serve as liaison between employees and insurance carriers.
- Work with Administration team to address any employee issues.
- Recommend, develop and schedule training and development courses.
- Provide advice, assistance and follow-up on company policies, procedures, and documentation.
- Conduct employee and volunteer orientation/training
- Conduct employee and volunteer recruitment outreach
- Evaluate employee benefit programs to ensure satisfaction and effectiveness
- Other duties as assigned

### **Qualifications:**

- Knowledge of multiple human resource disciplines.
- Knowledge of federal and state employment and benefit laws.
- Bachelor's degree in a related area and 1-3 years of experience or a combination of the two, in the field or in a related area
- Demonstrated record as a successful team player, including the ability to develop and maintain a goal-oriented, positive attitude
- Must be able to interface with the Board of Directors, staff, donors, volunteers, and the general HM community

**Hours:**

This is a full time, hourly, benefited, non-exempt position. Occasional evenings and weekends required. Health Insurance and PTO benefits begin after 90-day introductory period. Retirement benefits begin upon first day of employment.

**To Apply:**

Please email a cover letter and resume to the attention of Human Resources at [recruiter@santacruzhs.org](mailto:recruiter@santacruzhs.org). No phone calls or faxes. Housing Matters is an Equal Opportunity Employer.

Please apply via email or in person with cover letter and resume.