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@santacruzhsc.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.