



Housing Matters

Associate Director of Human Resources

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

Distinguishing Characteristics

Housing Matters seeks a human resources professional who will help us build and support our growing, dedicated team and promote a positive, inclusive culture of employee engagement.

Reporting to the Chief Financial Officer, The Associate Director of Human Resources will lead, direct, and develop the policies, activities, and staff of the Human Resources (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy.

Essential Duties

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to:
 - compensation, benefits, and leave;
 - performance and talent management;
 - training and development.
 - productivity, recognition, and morale;
 - disciplinary matters; disputes and investigations; and
 - legal compliance, occupational health, and safety
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends, including reviewing reports and metrics from Housing Matters' human resource and talent management system.



Resolving
Homelessness
Together

- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and procedures to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate policy, practice, and resources changes to upper management.
- Develops and implements departmental budget.
- Supervisory responsibilities:
 - recruits, interviews, hires, and trains new HR staff;
 - provides constructive and timely performance evaluations;
 - handles discipline of employees following company policy
 - Facilitates professional development, training, and certification activities for HR staff.
- Performs other duties as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource management experience
- SHRM-CP or SHRM-SCP certification is a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.



- Must be able to lift 15 pounds at times.

Hours & Pay

\$84,365 - \$88,583 Annualized Salary

Salary is determined by documented education, training, and experience relevant to the position.

This is a full-time, exempt position. Housing Matters offers a generous benefits package. Benefits begin after a 30-day introductory period.

To Apply

Please email a cover letter and resume to the attention of Human Resources at recruiter@housingmatterssc.org. Housing Matters is an equal opportunity employer.