

## **JOB ANNOUNCEMENT**

POSITION: Human Resources Coordinator Full-time

SALARY: D.O.E. + full benefits

DESCRIPTION OF COMPANY: Caritas Management Corporation (CMC) is a wholly-owned, for-profit subsidiary of Mission Housing Development Corporation (MHDC). Created in 1983, CMC now manages over 1,500 affordable housing units for MHDC and various other non-profit, community based organizations in San Francisco. The types of housing range widely, from single room occupancy hotels to apartment buildings for families and seniors. CMC's services include financial management, rent-up and on-going leasing, maintenance, janitorial and security. Minority-owned and operated, CMC's philosophy of tenant-supportive and fiscally sound management.

DESCRIPTION OF POSITION: As a Human Resources Coordinator, you will be responsible for providing human resources support to all business units as well as assisting in the effective implementation of policies and procedures, with a focus on full cycle recruiting and providing hiring managers with support and guidance. Manages and administers the Company's benefits functions, performance evaluation, leave of absence, and workers' compensation. Responsible for project management and research for the Human Resources Department. Assists the HR Manager in managing conflict resolution and corrective action efforts. Manages department in the absence of the Human Resources Manager.

### QUALIFICATIONS:

- Bachelor's Degree in Human Resources or a related field or equivalent work experience .
- Experience in support of a multi-site/location and/or experience working in a union environment is a plus.
- Excellent relationship-building skills, with a demonstrated ability to develop productive and collaborative working relationships.
- Multicultural awareness and experience with diversity and inclusion management
- Excellent emotional intelligence
- Accurately diagnose organization issues, develop solutions and implement action plans.
- Able to work effectively both independently and in a collaborative team-oriented approach.
- Highly motivated self-starter with excellent time management and prioritization skills.
- Excellent listening, verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills with ability to maintain objectivity, neutrality and confidentiality.
- Persistent and dependable, especially deliverables, and deadlines.
- Excellent computer skills, including: MS Office Suite.
- Bilingual background a plus, but not required

**TO APPLY:**

Send resume and letter of interest to:

Caritas Management Corporation  
1358 Valencia St.  
San Francisco, CA 94110

Or

Email: [caritasHR@caritasmanagement.com](mailto:caritasHR@caritasmanagement.com)

**EQUAL OPPORTUNITY EMPLOYER**

Caritas Management Corporation ("CMC") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: CMC will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.