

JOB ANNOUNCEMENT

POSITION: Training Manager, 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: The Training Manager will develop, implement and oversee the training program for new and existing staff as well external partners utilizing Yardi platforms. The Training Manager is responsible for improving the productivity of the staff, assessing company-wide developmental needs to drive training initiatives and solutions. The Training Manager will actively search, creatively design, and implement effective methods to educate, enhance, recognize performance, and align the company's Learning and Development strategy. The Training Manager will develop an internal training program and deploy web-based and in-person trainings across the organization and to external partners in coordination to training our staff. They will also provide ad hoc support, as needed, to individuals who with individualized training needs. The goal is to create a culture of continuous learning at Caritas Management Corporation.

QUALIFICATIONS:

- Bachelor's degree in organizational development, human resources, business, education, or equivalent required; or related experience in training and development or equivalent may substitute
- 5+ years of training delivery and design experience, management experience or equivalent combination of education and experience preferred.
- Strong organizational and communication skills. Speaks and writes with excellent English grammar, spelling, enunciation, organization and clarity of expression. Ability to effectively present information and respond to questions from groups of staff and managers.
- Professional presence and strong project planning and management skills.
- Proven expertise of the property management and a solid knowledge of computer software programs such as Microsoft Word, PowerPoint and Excel and Yardi system.
- Ability to read, analyze and interpret general business periodicals, professional journals and technical procedures. Ability to write reports, business correspondence, technical procedures and training manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to effectively organize multiple projects and tasks.
- Ability to positively and effectively interact with all levels of staff in addition to clients, customers and the general public by displaying empathy and confidentiality, approaching problems in a constructive manner, overcoming obstacles to communication and team building.
- Possesses a personable and approachable demeanor with the ability to maintain confidentiality.
- Certifications in training preferred.
- Multi-family property management experience strongly preferred.
- 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

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.