



At present, and until further notice, EDC is operating remotely due to the COVID-19 pandemic. EDC provides employees with the necessary IT equipment and remote access to work from home. EDC's COVID-19 Safety Plan adheres to the CDC's health and safety guidelines and the federal OSHA requirements for workplace safety.

The Organization

Eviction Defense Collaborative (EDC) is the only legal services organization in San Francisco solely focused on eviction prevention. EDC's goal is to prevent displacement, stabilize communities, and ensure housing equity in San Francisco. Formed in 1996 as the primary clearinghouse for tenants filing initial responses to unlawful detainer law suits (UD), EDC has developed an effective, client-centered, trauma-informed, and culturally sensitive triage clinic model to process the high volume of clients through our daily, open door clinic model. We offer legal services in response to an eviction, tenant rights education, rental assistance, and advocacy for clients residing in city shelters, all under one organizational umbrella. EDC prides itself on being the safety net for San Francisco tenants, serving tenants regardless of income, immigration status, or neighborhood.

Job Purpose

Reporting directly to the Executive Director (ED), the HR Manager (HRM) oversees all human resources activities to ensure compliance with local, state, and federal laws. The HRM will also serve as a strategic partner to the ED and EDC management in developing a staff-oriented organizational culture that promotes the provision of quality services and is reflective of EDC's core values of equity, diversity, inclusion and belonging. The HRM works independently on projects, and is able to work under pressure on a variety of activities and confidential matters with discretion. Because we strive to be barrier-free and client-centered, the position requires individuals who truly enjoy working with people, have the skills, and can work effectively in a collegial and fast paced environment.

*At present, and until further notice, EDC is largely operating in a remote fashion due to the COVID-19 pandemic. The SCA staff work in the field at city shelters and from home. EDC provides employees with the necessary IT equipment and remote access to work from home. Some administrative and program staff are working on site at our offices. EDC's COVID-19 Safety Plan adheres to the CDC's health and safety guidelines and the federal OSHA requirements for workplace safety. **As Shelter in Place orders change, regular onsite, in office work will be required.***

Qualifications

First and foremost, the applicant must profoundly share EDC's mission and vision of social justice and be able to manage stressful situations with empathy and calm. Below are additional qualifications.

- At least 4 years of administrative work experience – You'll be the "owner" of several key responsibilities, and we need someone with the confidence and experience to take them on.

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- Minimum of 5 years of human resources experience with at least 3+ years of management experience. Experience in nonprofits with fewer than 100 employees is strongly preferred.
- At least 1 year of supervisory experience.
- Experience working with unions preferred.
- Outstanding organizational skills and ability to prioritize with minimal supervision and adapt to quickly changing needs
- Tremendous professionalism, dedication to outstanding customer service, and composure under pressure.
- Strong written and verbal communication skills, including the ability to prepare comprehensive written reports.
- Strong sense of confidentiality in both internal and external matters.
- Pleasant and upbeat attitude, strong work ethic, and desire to help.
- Ability to work well with a diverse population. Ability to work well with peers, supervisors and outside agencies.
- Strong technical skills in Outlook, Word, and Excel, as well as excellent candidate research skills.
- Rigorously detail-oriented and committed to accuracy.
- Strong organizational skills, including the ability to manage multiple tasks at the same time and meet deadlines.
- Ability to work well independently and as part of a team.
- Outstanding interpersonal skills.
- Experience counseling employees on HR issues, addressing performance problems, terminations, promotions, etc.
- Thorough knowledge of FMLA, COBRA, ERISA, ACA and other San Francisco, California and federal regulations.
- Strong desire to learn and grow professionally.
- Other language proficiency preferred.

Duties and responsibilities

- Lead recruiting efforts for all open positions. This includes working with managers to write job descriptions, posting and managing all ads, reviewing/forwarding resumes to determine applicants who are qualified, scheduling interviews with candidates, and conducting reference checks.
- Support and track new employee orientation and onboarding.
- Update and maintain human resources files as well as safety and training documentation.
- Develop and lead employee morale programs under the direction of the ED.
- Ensures planning, monitoring, and appraisal of employee work results by training Supervisors to coach and discipline employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Ensures legal compliance by monitoring and implementing applicable human resource local, state, and federal requirements; conducting investigations; and maintaining employee records.

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- Point person for questions regarding the Collective Bargaining Agreement and responsible for tracking any amendments to it.
- Join ED in EDC/Union meetings as required by the ED.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Recommend tools and training regarding career development.
- Monitor and track the timely completion of performance and compensation reviews.
- As directed by the ED and in collaboration with the Finance Manager, provides suggestions on pay plans by conducting periodic pay surveys; scheduling and conducting job evaluations; monitoring and scheduling individual pay actions; and recommending pay structure revisions.
- Contributes to the HR section of internal updates, staff meetings, and other communications as directed by the ED.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies.
- Perform other responsibilities as required.

Working conditions

The position requires working with individuals during moments of extreme stress and instability. The position also requires the provision of culturally-sensitive and empathetic services. Some evening and weekend work may be required.

Salary

Salary depends on experience. Starting salary is \$90,000-\$100,000. Benefits include:

- Health, dental, vision, long term disability, and short term disability coverage;
- 13 paid holidays;
- One hour paid lunch daily;
- Vacation accrual rate starts at two weeks in the first year of employment and increases to three weeks on the third anniversary

EDC is a 501(c)(3) organization, which qualifies for the Public Service Loan Forgiveness Program.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting/standing.
- Extensive typing/data entry.
- Close visual acuity to prepare and analyze data, text, and figures.

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Direct reports

HR Associate

Union

EDC is a union shop with the National Organization of Legal Services Workers (NOLSW, UAW Local 2320, AFL-CIO). This position is not a union position.

Commitment to Equity, Diversity and Inclusion

EDC is committed to continually building a diverse and inclusive workplace. We do so because it is the right thing to do, and because we know it makes our work stronger and more effective. We encourage applications from people of all backgrounds. EDC understands and values a workplace with staff from diverse educational backgrounds, cultures, ethnicities, races, sex, gender identity and expression, national origin, ages, languages spoken, veteran's status, skin color, religion, disability, sexual orientation and beliefs. All qualified applicants will receive consideration for employment. The Eviction Defense Collaborative believes that all persons are entitled to equal employment opportunity and does not discriminate on any basis prohibited by applicable law.

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