



Are you passionate about HOUSING JUSTICE?

Do you want to make sure new and experienced organizers get the TRAINING and SUPPORT they need?

Do you want to help build a diverse, multilingual tenant organization fighting for TENANT POWER?

Job Description: Staff Development Director

The Housing Rights Committee of San Francisco (HRCSF) is a tenants' rights non-profit serving tenants citywide since 1979, offering free counseling and organizing support for San Francisco tenants in all types of housing, including rent-control, public housing and Section 8. Our purpose is to strengthen tenants' rights, improve living conditions for renters, and building tenant power. Through our counseling program, we support more than 5,000 tenants a year, and our organizing program builds tenant associations across the city.

Position Summary: The Staff Development Director is a 40 hour a week position that will focus on the day-to-day operations necessary to ensure HRCSF achieves its objectives. The Staff Development Director will work as a team with the Executive Director and Administrative Director, and will be charged with helping to strengthen and maintain HRCSF's operational backbone, including reporting and outcomes, staff training and support to meet the needs of external stakeholders, including funders and neighborhood leaders.

Key Responsibilities:

- Work with the Directors Team and key staff members to make sure staff receive training and mentoring on skills and political education to grow their skills and keep up with changing political conditions.
- Create and submit monthly organizational reports in partnership with the Admin Director and key program staff. Ensure program leads understand and receive assistance in setting up programs for successful outcomes aligned with contracts and funding requirements.
- Manage the HRCSF onboarding process, in coordination with program directors, to support new staff and ensure a smooth transition into the organization.

Qualifications

- Commitment to social and economic justice and bottom-up social change.
- Relevant experience managing people and projects, including experience mentoring and training.
- Have experience doing political education for people of diverse backgrounds
- Have a background in managing, building and supporting both direct and indirect reporting teams.
- Demonstrate excellent interpersonal, written and oral communication skills.
- Experience working with diverse staff, participants and volunteers in terms of race, ethnicity, gender identity, sexual orientation, languages, disability, and age.
- Familiarity with tenants rights preferred.
- Ability to work effectively as part of a team.
- Proficiency in MS Excel, Word, G Suite, cloud-based databases, Dropbox and Zoom.

Salary and Benefits:

This exempt position is full time 40 hours/ week. \$63,500; benefits include medical, dental, and vision, and include chiropractic and acupuncture. Caring and casual work environment that centers self-care and social justice with passionate coworkers.

To Apply:

Send a cover letter and resume to resume@hrscsf.org with the Staff **Development Director** in the subject line. Applications will be considered on a rolling basis. No phone calls or faxes please.

HRCSF is an equal opportunity employer: people of color, women, immigrants, LGBTQI2S, and people with disabilities are encouraged to apply! Diverse viewpoints are vital to our organization's mission and culture.