



The Cambridge Housing Authority (CHA), an innovative leader in developing and maintaining affordable housing communities, is seeking a results-driven individual to serve as the Director of Human Resources.

Reporting to the Executive Director, the incumbent directs the operations of the Human Resources department, ensuring that all CHA activities comply with relevant federal, state, and local employment laws. The position oversees the development and execution of HR processes, procedures, and policies in the areas of recruitment, labor and employee relations, compensation and benefits, training and staff development, and compliance. Candidates must have strong working knowledge in ADP Workforce Now.

The successful candidate will have the following traits:

- An entrepreneurial mindset
- Proven ability to manage and develop staff
- Ability to work independently in ADP Workforce Now program
- Proven ability to develop and carry out strategic initiatives
- Ability to work and service all levels of an organization
- Proven ability to negotiate with unions

**Education/Experience:** Bachelor's Degree and a minimum of 5 years of experience performing HR management services. Experience with recruitment, employee relations, compensation and benefits, and training is required. At least 2 years of supervisory experience is required. Master's degree is desirable. Prior experience working in the public sector is desirable. Professional in Human Resources Certificate (PHR) or Senior Professional in Human Resources Certificate (SPHR) preferred. An equivalent combination of education and experience may be considered.

Equal Opportunity Employer / Equal Housing Opportunities

**Location:** Cambridge, MA. No travel required.

**Organization:** Cambridge Housing Authority (<http://www.cambridge-housing.org/>)

**Compensation:** Commensurate with experience and qualifications. Comprehensive benefits package included.

**To apply:** Please e-mail your resume, cover letter and salary requirements to [recruit@humancapitalinitiatives.com](mailto:recruit@humancapitalinitiatives.com) with "CHA Director of HR" in the subject line. Please do not contact CHA directly.

To view the complete job description for this position, visit our website at <http://humancapitalinitiatives.com/news-and-opportunities/>.