

Recruitment Coordinator – FT  
Homebridge – San Francisco, CA

Salary: \$21/hour + DOE (+ benefits)

Ideal for someone who is looking to launch a career in Recruiting or HR. Experience working in Recruiting, Human Resources, or caregiving is helpful, but not required. Responsibilities will include screening incoming applications, scheduling interviews, ensuring the completion of application and hire materials, coaching peers as needed, and other tasks as assigned. The ideal candidate will be comfortable in an office position that includes high-volume phone calls, data entry, fast-paced projects, conflicting deadlines, and heavy communication. Experience with Microsoft Office Suite is a must.

Multilingual (Spanish/Cantonese) candidates are preferred. Additionally, candidates who have previous work or lived experience that relates to mental illness, substance use, housing insecurity, or disability are strongly encouraged to apply.

Please review the complete job description and apply online at  
<http://www.homebridgeca.org/careers?gnk=job&gni=8a7883a96309f8ec01631c1f8af434c7>

Or contact coordinator Aryn Maitland at [amaitland@homebridgeca.org](mailto:amaitland@homebridgeca.org)