*Rural Community Assistance Corporation*

**Job Description**

***Program Coordinator – Housing Counseling***

**Classification:** *Grade E* **Department:** *Housing*

**Status:** *Exempt* **Supervisor:** *Housing Counseling Manager*

**Organization**

Founded in 1978, Rural Community Assistance Corporation (RCAC) is a 501(c)(3) nonprofit organization that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. Our dedicated staff and active board work to make our vision of vibrant, healthy and enduring rural communities a reality across the West.

**Housing Programs**

The Housing Department provides technical support to local organizations working in a variety of housing programs. The Development Solutions program works with organizations that develop and manage multifamily rental housing. The Homeownership Solutions program supports a network of approximately 50 self-help housing agencies, and the Housing Counseling program is a HUD intermediary for 20 groups.

**Position Description**

The Program Coordinator will assist in the administrative implementation of RCAC’s Housing Counseling programs, which provide funding, training and technical assistance to nonprofit organizations, public entities, and RCAC staff.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and responsibilities include, but are not limited to:**

* Perform all contract management functions necessary to ensure that the pass-through funding to subgrantees meets all program, contract and budgetary requirements
* Coordinate the logistics, schedules, scholarships, trainers, evaluations and other details for the training calendar
* Assist the Program Manager and the GCA Manager to develop funding strategies through initiating contacts and identifying opportunities
* Coordinate, write, develop and submit small proposals to funders
* Remain current on applicable government regulations and policies
* Prepare written reports and documentation of activities as needed
* Perform other duties as assigned

**Skills and Qualifications**

* Ability to work independently and in a team environment
* Proficiency with personal computers including Microsoft Office Suite (including extensive knowledge of Excel)
* Ability to follow detailed instructions
* Able to complete administrative requirements related to work responsibilities such as recording work completed in databases, evaluating and documenting tasks
* Ability to listen effectively and communicate verbally and in writing (including proofreading and editing documents)
* Ability to work with minimum supervision and effectively prioritize multiple tasks simultaneously
* Demonstrate a high level of customer service skills
* Ability to perform research and analysis
* Ability to use initiative to approach troubleshooting and problem-solving alternatives

**Physical Job 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 position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to 2 days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Experience:

Five (5) years of experience in organizational management.

Preferred Education:

Bachelor's degree (additional qualifying experience may be substituted).

**Special Requirements:**

Possession of a valid drivers' license and proof of insurance that meets the minimum requirements of RCAC corporate liability policy will be required when traveling for business purposes.