

SOUTH CENTRAL COMMUNITY ACTION PARTNERSHIP (3/21)

JOB DESCRIPTION

POSITION TITLE: Self Help Housing Coordinator

RESPONSIBLE TO: Chief Financial Officer

SALARY LEVEL: \$18/hr – \$20/hr)

JOB SUMMARY: The primary goal for this position is to recruit individuals and/or families for the Self-Help Housing Program. This will require strong interpersonal skills, a professional demeanor and the ability to build quality referral sources. Must be self-motivated and possess the ability to work as a team with other agency staff. The job will entail a lot of traveling and interaction with businesses and individuals throughout the Magic Valley area. Bi-lingual in Spanish would be beneficial.

This position will perform with little supervision and involves a great deal of two-way informing and coordinating. Must be able to deal with a variety of variables in relation to instructions. Must negotiate and encourage others to reach a common goal. Responsible for recording and compiling data for pertinent agency programs. Must be able to plan own work schedule. Responsible for completing all tasks effectively and efficiently. Must have ability to interact with clients and other services agencies, verbally and in writing, to exchange information as it pertains to clients services. Must write narratives describing work progress and indentifying problems.

DUTIES AND RESPONSIBILITIES:

1. Recruitment of families and/or individuals for the Self-Help Program.
2. Package loan docketts and quarterly reports for submittal to Rural Development.
3. Analyze pre-screening applications and credit history for eligibility.
4. Know and understand the program requirements for the Self-Help Housing Program and the 502 loan program.
5. Work with applicants to improve their qualifications for future eligibility.
6. Follow-up with past unsuccessful applicants to update status.
7. Assist with Financial education (preparing families for homeownership).
8. Assist with organizing open houses.
9. Work as part of land development team to find suitable land, developers, and contractors for the purposes of securing lots for future applicants.
10. Helping organize and direct volunteer days.

11. Helping on site when needed.
12. Create and distribute program flyers throughout community, i.e. businesses, apartments, employers, various groups, renters, etc.
13. Arrange and/or speak with various groups to market and explain the program.
14. Periodically schedule and conduct interviews with TV, newspapers, and radio stations.
15. Develop and implement new marketing strategies as needed.
16. Prepare grant applications for Self Help Program
17. Other duties as assigned

QUALIFICATIONS:

Must have a valid driver's license and adequate auto insurance. (Driving record to be checked through the Department of Motor Vehicles). Mileage will be reimbursed at approved agency rate.

1. Helpful to be familiar with residential housing, including houses, apartments, and manufactured homes.
2. Real estate or mortgage lending experience preferred.
3. Must be able to read and write clearly.
4. Must have good interpersonal skills.
5. Must have a high school diploma or equivalent
6. Ability to learn quickly.
7. Computer experience in data processing and word processing software (Microsoft Office).
8. Must be able to travel throughout the Magic Valley.
9. Must be able to work evenings and weekends.
10. Must be able to communicate an empathetic understanding of issues concerning low-income, elderly and handicapped persons; without regard to any ethnic, religious or cultural considerations.
11. Must be able to lift a minimum of 30 pounds.
12. Bi-lingual in Spanish preferred but not required.