

# POSITION ANNOUNCEMENT

## POSITION OVERVIEW:

<b><u>Position:</u></b>	<b>HOUSING PROGRAMS COORDINATOR</b>
<b><u>Position Classification:</u></b>	Full Time, Salaried, Exempt Position
<b><u>Reports To:</u></b>	Executive Director
<b><u>Final Application Date:</u></b>	Until Position is Filled - Only complete packages will be considered.

## MINIMUM QUALIFICATIONS / REQUIREMENTS:

- Must have a Bachelors degree in social services or any related field
- Must have valid drivers license and a satisfactory driving record
- Must have some nonprofit work experience
- Must be self-motivated and able to work directly with area housing authorities
- Must be able to perform under little or no supervision
- Must have extensive computer skills
- Must have genuine concerns about housing, as it relates to causes and conditions of poverty
- Must have some experience in writing and/or administering block or categorical grants
- Must value community involvement, collaborations and partnerships
- Must have good oral and written communication skills
- Must be creative, innovative, systematic, organized and responsible
- Must adhere to local, state and federal guidelines and Agency Policies and Procedures
- Must submit to a criminal background check before official job offer

## RESPONSIBILITIES:

The Housing Programs Coordinator will be expected to coordinate the Agency's Rent Assistance and Transitional Housing Programs and play a significant role in pursuing other housing program opportunities. The Coordinator will work closely with the Executive Director and the Transitional Housing Committee on an as needed basis. The Coordinator will be responsible for performing Client Intake, using Agency wide software, to determine eligibility and Client consultation to develop Client action plans. The Coordinator will be responsible for maintaining the Transitional Houses. Other duties and responsibilities will be assigned, including representing the Agency at other opportunistic meetings.

## COMPENSATION:

Compensation will be determined based on the qualifications of the selected candidate. The position includes employee health insurance, short-term disability, life insurance, Teachers Retirement and annual, sick and holiday leave. Compensation is subject, in whole or part, to the availability of various funding streams.

**Applicants must submit: 1.) cover letter and resume; 2.) three professional letters of reference (one must be a current or former employer); and 3.) a completed Agency supplied application to:**

**Community Action of Etowah County, Inc.  
624 Broad Street, P.O. Box 1888  
Gadsden, AL 35902-1888  
Attn. Gary O. Lewis, MPA, JD, Executive Director**

An Equal Opportunity Employer

