



**YOUNGSTOWN
NEIGHBORHOOD**
DEVELOPMENT CORPORATION

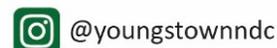
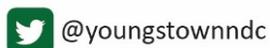
 www.yndc.org  330.480.0423  820 Canfield Road, Youngstown, Ohio 44511

Housing Program Assistant Job Description

GENERAL

Organization:	Youngstown Neighborhood Development Corporation (YNDC)
Background:	The Youngstown Neighborhood Development Corporation (YNDC) is a multifaceted neighborhood development organization created to catalyze strategic neighborhood reinvestment in neighborhoods throughout the City of Youngstown. The YNDC transforms neighborhoods into meaningful places where people invest time, money, and energy into their homes and neighborhoods; where neighbors have the capacity to manage day to day issues; and where neighbors feel confident about the future of their neighborhood.
Mission:	The Youngstown Neighborhood Development Corporation is committed to improving the quality of life in Youngstown by building and encouraging neighborhoods of choice for all.
Title:	Housing Program Assistant
Work Schedule:	Full time 40 hours per week, evening and weekend work may be required
Compensation:	\$15-17 per hour, plus benefits
Website:	www.yndc.org
Telephone:	330.480.0423

Under the supervision of the Housing Director, the Housing Program Assistant will collaborate with a team of professional staff to manage all administrative tasks related to Housing Programming, including phone calls, processing applications, data entry, document preparation, filing, scheduling, and reporting.



SKILLS/QUALIFICATIONS

1. Three plus years of increasingly responsible experience in program administration, business, neighborhood development, housing, or a related field.
2. Strong phone communication.
3. High level of organization and detail.
4. High level of professional ethics.
5. Clear and direct written/oral communication and ability to utilize new technologies for communication.
6. Ability for follow systems, processes, and protocols to EXACT specifications.
7. Ability to manage relationships with contractors, program clients, and neighborhood residents.
8. Ability to manage multiple projects/workloads simultaneously and prioritize effectively in a fast paced environment.
9. Ability to proactively solve problems with sound judgment and intuition.
10. Experience using Adobe Reader and Microsoft Office: Excel and Word.
11. Experience using Google functions, specifically Gmail, Calendar, Docs, and Sheets.
12. Ability to effectively communicate the organization's mission and vision.
13. Ability to work independently of and in collaboration with other staff of the organization.
14. Proven experience in working with neighborhood constituencies in urban neighborhoods.
15. Working knowledge of or ability to learn HUD CDBG and HOME program requirements.

RESPONSIBILITIES

1. Answer housing department incoming phone line.
2. Explain program eligibility guidelines and program activities to clients and prospective clients, including income guidelines, home ownership guidelines, types of work included in program, etc.
3. Complete data entry for all housing programs.
4. Prepare program application packets.
5. Complete intakes and follow up documentation for all client housing programs.
6. Process applications and determine client eligibility for housing programs.
7. Order environmental clearances.
8. Schedule Emergency Repair projects with eligible clients.
9. Communicate daily with program staff and sub-contractors to ensure good project coordination.
10. Prepare and send letters and mailings.
11. Scan documents and file electronically.
12. Complete data entry for all housing programs.
13. Maintain official program records and documents, and ensure compliance with YNDC, federal, state, local and/or other applicable regulations.
14. Maintain program, project, and client files including: creation of new files and handling of all program and client filing in accordance with applicable regulations.
15. Assist in completing grant compliance and reporting.
16. Report regularly and maintain clear communication with the Housing Director.
17. All other tasks as assigned.

To apply, please send cover letter and resume to:

Email: info@yndc.org

Attn: Tiffany Sokol

NO PHONE CALLS PLEASE.

Equal Opportunity Employer