



YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



www.yndc.org



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

Housing Program Assistant Job Description

Title:	Housing Program Assistant
Work Schedule:	Full-time, 40 hours per week
Compensation:	\$22 per hour, plus benefits

Under the supervision of the Housing Program Manager, the Housing Program Assistant will complete programmatic tasks including phone calls, document preparation and processing, filing, and scheduling.

SKILLS/QUALIFICATIONS

1. Three plus years of increasingly responsible experience in business, housing, or a related field OR Bachelor's degree in business, social work, or related field from an accredited college or university.
2. Excellent written/oral communication skills and ability to utilize new technologies for communication.
3. Ability to manage relationships with contractors, program clients, and neighborhood residents.
4. Ability to manage multiple projects/workloads simultaneously and prioritize effectively.
5. Ability to follow systems, processes, and protocols to EXACT specifications.
6. Experience using Adobe Reader and Microsoft Office: Excel and Word.
7. Experience using Google functions, specifically Gmail, Calendar, Docs, and Sheets.
8. High level of organization and detail.
9. Ability to proactively solve problems with sound judgment and intuition.
10. Ability to work independently of and in collaboration with other staff of the organization.
11. Notary Public or ability to become a Notary Public.
12. Working knowledge of or ability to learn program funding requirements.

RESPONSIBILITIES

1. Assist in implementing YNDC's Owner-Occupied Home Repair programming, including fielding phone calls and emails, processing client and contractor applications, preparing mortgage documents, typing and bidding out project specifications, contracting, project coordination, and data entry.
2. Create and maintain program, project, and client files in compliance with applicable regulations.
3. Assist in completing grant compliance and reporting.
4. Report regularly and maintain clear communication with the Housing Program Manager.
5. All other tasks as assigned.

To apply, please send cover letter and resume to tsokol@yndc.org

NO PHONE CALLS PLEASE.

YNDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.



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Youngstown Neighborhood
Development Corporation



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