



## Housing Program Assistant Job Description

<b>Title:</b>	Housing Program Assistant
<b>Work Schedule:</b>	Full-time, 40 hours per week
<b>Compensation:</b>	\$20 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, contracting, scheduling, inspections, and reporting.

### SKILLS/QUALIFICATIONS

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

### RESPONSIBILITIES

1. Assist in implementing YNDC's Owner-Occupied Home Repair and rental housing programming, including fielding phone calls and emails, processing client and contractor applications, contracting, project coordination and inspection, 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](mailto:tsokol@yndc.org)

**NO PHONE CALLS PLEASE.**

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