



Owner-Occupied Home Repair Project Assistant

Job Description

Title: Owner-Occupied Home Repair (OOR) Project Assistant

Work Schedule: Full-time, 40 hours per week

Compensation: \$22 per hour, plus benefits

Under the supervision of the Owner-Occupied Home Repair Project Coordinator, the Owner-Occupied Home Repair Project Assistant will complete programmatic tasks including processing incoming bids, document preparation for inspectors, clients and funders, preparing building permit applications, processing check requests, preparing files for closure, and general filing.

SKILLS/QUALIFICATIONS

1. Three plus years of increasingly responsible experience in business, housing, or a related field OR Bachelor's degree in business, 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.
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. Working knowledge of or ability to learn program funding requirements.

RESPONSIBILITIES

1. Process incoming bids.
2. Prepare documents for in-house inspectors and clients.
3. Prepare client files for closure.
4. General filing and data entry to include maintaining program, project, and client files in compliance with applicable regulations.
5. Report regularly and maintain clear communication with the Owner-Occupied Repair Project Coordinator.
6. All other tasks as assigned.

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

NO PHONE CALLS PLEASE.

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