



# YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



[www.yndc.org](http://www.yndc.org)



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

## Rental Housing Program Coordinator

### Job Description

**Title:** Housing Program Assistant  
**Work Schedule:** Full-time, 40 hours per week  
**Compensation:** \$25 per hour, plus benefits

Under the supervision of the Housing Director, the Rental Housing Program Coordinator will implement YNDC's rental housing programming, including all client correspondence, document preparation and processing, showing units, data entry, filing, and reporting, and assist with administration of all other housing programs as needed.

### 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 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 HOME and other program funding requirements.

### RESPONSIBILITIES

1. Implement YNDC's rental housing programming, including fielding phone calls and emails including tenant questions and maintenance request, processing client applications, showing units to potential tenants, preparing leases, and data entry.
2. Create and maintain program and client files in compliance with applicable regulations.
3. Assist in completing grant compliance and reporting.
4. Assist with administration of all other housing programs as needed.
5. Report regularly and maintain clear communication with the Housing Director.
6. 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.**

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



@youngstownndc



Youngstown Neighborhood  
Development Corporation



@youngstownndc