



**South Eastern Idaho  
Community Action Agency**  
*Helping People. Changing Lives.*

**JOB TITLE:** Asset and Community Development Coordinator  
**CLASSIFICATION:** Full-time, Non-Exempt, Pay Grade - P  
**LOCATION:** SEICAA's service area (7 S.E. Idaho Counties), Based in Pocatello, ID  
**BENEFITS:** Health and Life Insurance, Short Term Disability, Simple IRA

**SUMMARY OF WORK:** Manage all functions of the Asset and Community Development programs and operations with emphasis on providing overall self-sufficiency goals, case management, education, and development to participants while working as a key position in the organizing and development of fund-raising activities, community events, special projects, and other partnership building outreach. This position will focus on short- and long-term goals as they pertain to Results Oriented Management Accountability (ROMA) goals and CSBG Annual Report Initiatives while assisting the Agency in promoting the development of the Strategic Plan through focusing on targeting Agency and participants' needs for development of long-term independence with consideration of the Agency's mission of developing permanent assets and long-term independence of individuals.

**JOB CHARACTERISTICS:** Working as part of the leadership team, this position will work both independently and as part of a team. The manager will be self-directed and manage the design, development and implementation of the Asset Development Program while focusing on Community Development and public relations through fund raising and community outreach efforts. Duties include professionally and efficiently managing in-person and telephone contacts and relationships with project staff, other in-house staff, participants, and other partners (public and private). This position requires ability to effectively communicate orally, excel in written communications, understand, and implement complex regulations. This position must perform programmatic and administrative management duties requiring attention to detail, accuracy, and timeliness both individually and as part of a team. Coordinator must possess strong organizational skills and be able to prioritize work and meet deadlines while maintain confidentiality of sensitive information.

**REPORTS TO:** Director of Compliance

**JOB DETAILS:**

**Knowledge:** This position requires knowledge of asset development including financial education, credit counseling, loan packaging, ROMA, CSBG, and Family Development including records management, broad computer software applications, public speaking, administrative and clerical practices, and office procedures.

**Skills:** This position requires skills in self direction, management, research, organization, writing, interpersonal communication, administration, record keeping, and assessing needs. This position requires skills in all Microsoft programs, data entry, record keeping, typing, and the operation of telephone, calculator, and other general office machines.

**Abilities:** This position requires the ability to: hear spoken words clearly; operate word processing, spreadsheet, and database programs on computer; pay attention to detail, accuracy, and timeliness. Must be able to prioritize work and coordinate multiple projects; maintain confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, the public, government personnel and maintain rapport with partners and participants. Experience and ability working with low-income populations required.

**EDUCATION, EXPERIENCE and CONDITIONS FOR EMPLOYMENT:** The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Associate's or Bachelor's Degree in Social Services, Business Management, Public Administration or related field preferred; commensurate work, educational, and training experience given full consideration.
- Credit Counselor Certification or willingness and ability to obtain certification.
- Family Development Certification or willingness and ability to obtain certification.
- Three years level experience in Community Action strongly preferred.
- Experience with Human Services-including work with low-income populations, economic security case management, government programs, and public relations including fund raising and group presentations preferred

**Conditions:** The following abilities are mandatory for fulfillment of the job requirements:

- Bondable, insurable under SEICAA's insurance policy, and maintain a valid Idaho driver's license.
- Willing to travel on Agency business at Agency reimbursement rates.
- Able to occasionally lift up to 50 lbs.
- Must successfully pass mandatory pre-employment drug and background screening.

***SEICAA is an Affirmative Action/Equal Opportunity Employer***