

JOB TITLE: Program Coordinator (Self-Help Housing)
CLASSIFICATION: Negotiable
REPORTS TO: Self-Help Housing Director



SUMMARY OF WORK: Assist SEICAA's Self-Help Housing Director with all functions of the agency's Self-Help Housing division, with an emphasis on providing homeownership opportunities to income-eligible individuals and families.

OVERVIEW OF RESPONSIBILITIES:

- Recruit individuals and families to participate in SEICAA's Self-Help Housing program.
- Meet with participants regularly throughout their involvement with the program; refer participants to and utilize resources applicable to homeownership.
- Professionally maintain contact with staff, participants, and partners.
- Efficiently enter and manage data; perform record keeping as needed.
- Handle accounts payable and receivable; adhere to funding source requirements.
- Perform other duties as assigned.

REQUIREMENTS:

- High School Diploma or equivalent.
- Intermediate computer skills; knowledge of Microsoft Office programs; familiar with typical office technologies.
- Effective oral and written communication skills.
- Willingness to learn basic to complex regulations pertaining to funding and home purchase mortgages.
- Organized, attention to detail, and punctual.
- Self-directed, works independently.
- Ability to multi-task with effective time management skills.

CONDITIONS:

- Bondable, insurable under SEICAA's insurance policy, and maintain a valid Idaho driver's license.
- Able to attend meetings or training to enhance expertise and performance as scheduled.
- Willing to travel on Agency business at Agency reimbursement rates.
- Able to occasionally lift up to 35 lbs.
- Must successfully pass mandatory pre-employment drug and background screening.