



## Job Description

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

**FUNCTIONAL JOB TITLE:** Housing Program Coordinator

**DEPARTMENT:** Housing Division

**REPORTS TO:** Senior Vice President Housing

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### FOR HUMAN RESOURCES ONLY

**FLSA EXEMPT:** Yes

**DATE:** June 2019

**AUTHORIZED BY:**

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### Position Objective:

Provide Program Coordination and administration of all related documentation, database management and client interfacing for Federal, State and County Programs as well as United Way Vocational Training programs and other municipal or Community Development Agency programs/Projects.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the organization.*

### Essential Functions:

- Assist in coordinating the request for proposal process for selecting agencies to partner on housing related projects
- Support the procedures for preparing closing documentation through government entities and closing on the property with acquisition or rehabilitation agreements.

- Coordinate the bidding process for each of the related programs.
- Attend regular site visits when necessary during rehabilitation and/or construction.
- Maintain records for each program/contract. Manages construction administration and construction activities through web based project management tools like BuilderTrend and SmartSheet.
- Assist grant sources in closing their fiscal files annually.
- Prepares weekly/monthly program reports as required by funding source and any yearly reporting requirements as per the program/grant.
- Maintain client and contractor files including project and program financials. Conduct audits of agencies receiving grant funds to ensure compliance.
- Gather information to prepare weekly requisitions/schedules ensuring accuracy and the presence of supporting documents.
- Act as phone backup for department staff, if requested, providing courteous customer services.
- Work with agency personnel/homeowners/contractors to schedule all services and answer all questions
- Assist in preparing scope of work for construction/rehabilitation/repair work as directed.
- Attend Trainings as requested
- Attend Meetings, and take minutes as well as prepare Action Items from meetings.
- May be assigned other tasks and duties reasonable related to their job responsibilities.

**Educational Requirements:**

- Associate's degree in Business Administration, Liberal Arts or related field. Bachelor's degree is preferred.
- Solid PC skills including Microsoft Office 365, Microsoft Excel and Outlook.

**Skills and/or Experience Required:**

- A minimum of 5 years' administrative experience is required. Construction background is preferred.
- Solid PC skills including Microsoft Office, Microsoft Excel and Outlook.

**Communication Skills:**

- Ability to read, analyze and interpret general reference material as related to the construction industry, periodicals, professional journals or technical procedures or governmental regulations.
- Ability to write reports, correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of department heads and managers, customers and members of the general public.

**Mathematical Skills:**

- Ability to perform basic mathematical skills, such as addition, subtraction, division and multiplication.

**To Apply:**

Email Resume & Cover Letter to Rick Wertheim, Senior Vice President Housing, at [RWertheim@unitedwayli.org](mailto:RWertheim@unitedwayli.org).