



Job Description

The Housing Specialist is responsible for office management of the Housing Department, including coordinating and overseeing all administrative and office functions, client and department records, managing databases, program/grant compliance, purchasing supplies and equipment, as well as maintaining inventory. This position will provide administrative support to all Housing Department Staff.

FUNCTIONAL JOB TITLE: **Housing Specialist**

DEPARTMENT: **Housing Department**

REPORTS TO: **Senior Vice President, Housing**

FOR HUMAN RESOURCES ONLY

FLSA EXEMPT: Yes

DATE: January 2025

AUTHORIZED BY:

Position Objective:

Provide program coordination and administration of all related documentation, database management and client interfacing for the Housing Department's Programs and other related projects and housing initiatives.

Essential Functions:

1. Provide Construction administration for Departmental projects as well as Program intake and client applications.
2. Collect, file and maintain required client documents. Regularly review client files and ensure files are in proper order and in compliance with grant/program funders' Standards.
3. Maintain and update filing system that includes all grant information and records.
4. Collaborate with Fiscal department to prepare required reports and maintain fiscal records as well as payment requisitions.
5. Regularly input and maintain all database systems
6. Prepare and submit all purchase orders for supplies, equipment, and food and maintain inventory.
7. Generate correspondence, reports or other documents as required. Record minutes at weekly department meetings for distribution to the staff.
8. Assist with program scheduling, answering phones, copying, faxing and scanning.
9. Develop and assist in distribution of program packets to prospective clients, employers and funders.
10. Assist with developing monthly program newsletters and blogs in collaboration with Marketing.

11. Coordinate and maintain records and reports for all donations from partners.
12. Maintain all program incident and accident reports.
13. Take the initiative to solve problems or make clerical procedures more effective.
14. Respond to request for information about the program by sending out appropriate materials.
15. Help to ensure grant compliance with federal and state regulations.
16. Assist with the coordination of special projects, events and activities as required.
17. Attend department and agency staff meetings, one-on-one supervisory meetings.
18. Assist with program outreach and recruitment of potential clients.
19. Assist staff in program planning, decision-making and gathering resources.
20. Perform other tasks as requested.

Qualifications:

1. A High School Diploma or its equivalency with related field or equivalent experience. A Bachelor's Degree is a plus
2. At least one year of administrative, program implementation, and housing experience in a comparable position.
3. Excellent public speaking, listening and written communication skills.
4. Organized, capable of handling multiple requests and tasks, detail oriented, excellent at follow-through and ability to meet deadlines.
5. Experience with data entry, reporting and management.
6. Friendly, approachable attitude; seeks to nurture relationships with clients, staff and community partners.
7. Strong technology skills including computer hardware, Microsoft Office Suite and SharePoint, Desktop Publishing, Social Networking, and web-based software systems.
8. Must have a valid NYS driver's license with a clean driving record and own a vehicle.

This is a full-time regular non-exempt position with benefits. Hours are Monday-Friday 9:00am-5:00pm and some evenings and weekend hours may be required for United Way related functions.

Salary: \$24 – 28 / Hour Commensurate with Experience

How to Apply: Please send a Resume and Cover Letter to Daniel Taylor at DTaylor@UnitedWayLI.org with the email subject "Housing Specialist Application"

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.

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.