

Crowley's Ridge Development Council, Inc.



HOUSING COORDINATOR

GENERAL DESCRIPTION OF POSITION

This full-time position is responsible for assisting the Housing Director in maintaining compliance of housing programs with the various government entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects rent, security deposits, and pet deposits and receipt all funds.
- Show vacant units to applicants and process applications.
- Maintain waiting lists.
- Coordinate marketing efforts.
- Perform move-in/move-out and interim inspections of units.
- Generate HAP requests and submit monthly billing to HUD.
- Maintain tenant files and prepare tenant records for annual HUD audits.
- Schedule maintenance requests with maintenance staff.
- Accompany pest control technicians to units as needed.
- Prepare eviction notices upon approval of Housing Property Manager.
- Know the Fair Housing Act and always perform job duties in accordance.
- Attend training as required.
- Provide assistance to Housing Property Manager as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED. Preferred experience with report reading and tenant screening. Some knowledge in accounts receivable/payable.

REQUIRED SOFT SKILLS

- Excellent interpersonal and communication skills.
- Strong organizational and problem-solving abilities.
- Ability to work independently and as part of a team.
- Ability to handle multiple tasks simultaneously.
- Highly motivated and detail oriented.

SOFTWARE SKILLS REQUIRED

Proficient: 10-Key and Microsoft Office

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