



MOUNTAINLANDS  
COMMUNITY HOUSING TRUST

## **HOUSING ADMINISTRATIVE COORDINATOR**

Mountainlands Community Housing Trust (MCHT) seeks a qualified candidate for its Housing Administrative Coordinator position. This position will be responsible for the general office administration, assist in fundraising efforts, and support the administration of several housing programs. The successful candidate for this position must speak English and Spanish fluently and have great organizational and customer service skills. This position operates under the direction of the Executive Director but is expected to require minimal direct supervision. This is a full-time position that is expected to be in the office 40 hours a week between the hours of 9am and 5pm.

### **Position Overview and Job Description**

The Housing Administrative Coordinator is responsible for the following functions:

#### **General Office Administration:**

- Provide the public with information about housing resources and MCHT-specific programs and projects. Including responding to phone calls, emails, walk-ins, and attending public events as directed.
- Maintaining and updating MCHT website to include current organization and housing information.
- Creating and distributing quarterly newsletter
- Managing email distribution databases
- Managing MCHT social media accounts.

#### **Self-Help Housing Program:**

- Managing the marketing of the program to recruit new participants, and maintains waitlist
- Responsible for administration of applications and evaluates and qualifies participants
- Responsible for the contractual and financial management of the program including:
  - Contracts management
  - Manage QuickBooks
  - End of Build Tasks
  - Quarterly Reports
- Assisting in application for Rural Development Administrative 523 Grants

#### **Grant Writing, Fundraising and Program Reporting:**

- Assisting in compiling and submitting grant applications for funding of various MCHT programs, projects and general operating expenses.
- Compiling and submitting monthly/quarterly/biannual/annual reports for funds received.
- Coordinating fundraising programs and events.
- Data entry management of donors, foundations, and corporate sponsors. foundations.

#### **Housing Resource Center**

- Assisting individuals with scheduling meetings with Housing Coordinator, completing initial applications for various housing programs, gathering additional demographic information as needed, answering questions from applicants, assist in determining eligibility, and uploading/managing client information in client management software.
- Coordinating WE RIP program in coordination with community sponsors

