



## Housing & Outreach Coordinator

**Pay-** \$50-60k/year

### Benefits

**Paid health, dental, and vision insurance, paid time off, holiday pay, retirement**

## Full job description

**Position Title:** Outreach & Housing Coordinator

**Position Status:** Full Time

**Supervisors:** Executive Director-Smoketown Community Land Trust (SCLT) & Vice President- River City Housing (RCH)

**Work location:** Louisville KY- Smoketown and various neighborhoods throughout Metro Louisville

**Status:** Exempt

### Pre-Employment Requirements:

- Criminal Background check required
- Must have a valid driver's license with reliable transportation.
- Bachelor's Degree or at least 3 years of experience in a related field in lieu of degree.
- Ability to work evenings and weekends.
- Excellent verbal, presentation, interpersonal and written communication skills





### **Position Summary:**

The Outreach & Housing Coordinator is primarily responsible for providing Stewardship for our homeowners, educating community and stakeholders about affordable homeownership opportunities, and building relationships to identify potential homeowners for participation in our lasting affordability housing programs. This position is responsible for outreach to the community to increase awareness of our programs, build relationships to create a robust applicant pool of potential buyers and maintain open and ongoing communication to educate and empower homeowners to ensure we are participating fully as a partner in the communities we serve. Evening and weekend work is required frequently for this position.

### **Skill Sets:**

Must have the skills and competence to communicate with diverse internal and external stakeholders. Demonstrate excellent verbal, written, and presentation communication skills. Experience with affordable housing programs, property management, and/or income certification programs desired. Basic computer and social media marketing skills are required. Must have the ability to work independently and as part of a team.

### **Physical and Environmental Demands:**

Visual acuity and manual dexterity are needed for completing required paperwork and computer work. Frequent talking and hearing are required for communicating with partners, clients, service providers, and other stakeholders. The physical demands are light with the ability to inspect building and land, and occasional lifting up to 20 pounds.

### **Job Responsibilities:**

- Provide stewardship to educate and support existing and new SCLT and RCH Shared Equity Program homeowners to ensure success in homeownership.





- Attend and plan community events on behalf of the SCLT and RCH to educate and share resources to potential and current homebuyers related to the respective lasting affordability programs and homeownership.
- Schedule and conduct in-person and virtual meetings with applicant pool and potential buyers to fully explain the lasting affordability program procedures and requirements.
- Correspond regularly through email, phone calls, newsletters, websites, and social media to provide resources and communication related to compliance, maintenance, and other relevant information to homeowners.
- Maintain a current and up-to-date spreadsheet that catalogs all applicant inquiries, applicant contact information and documentation.
- Document contact with homeowners to improve ongoing communication and resources needed to maintain engagement with support for homeowners.
- Other duties as assigned.

### **General Standards:**

- Exemplify Core Values
- Follow the Ethical Code of Conduct
- Maintain Confidentiality
- Maintain all requirements for job duties to include but not limited to continuing education requirements necessary.

### ***Equal Opportunity Employer***

RCH and SCLT provide equal employment opportunities to all applicants for employment and prohibit discrimination in any decision affecting employment or conditions of employment against any employee or applicant for employment because of race, color, religion, sex, national origin, citizenship status, age, protected disability status, sexual orientation, gender identity, genetic information, uniformed service (e.g., U.S. Armed Forces or National Guard) or status as a Vietnam-era veteran or special disabled veteran in accordance with applicable federal, state or local laws.

