



JOB ANNOUNCEMENT

Title: Homeowner Services Project Coordinator
Reports to: Executive Director

General Description

Madison Area Community Land Trust (MACLT) takes land off of the speculative market to keep it permanently affordable. MACLT provides opportunities for affordable homeownership for low-income families, while preserving affordability for future generations as well. Learn more about MACLT at <http://affordablehome.org/>

Under the supervision of the Executive Director, the Homeowner Services Project Coordinator is a Limited Time Employee (LTE) with the responsibility of designing and administering a grant-funded project to award funding to MACLT's low-income homeowners for maintenance needs. This position is funded for Aug 2021 – Dec 2021, with potential to become more permanent and expansive position. Work can be primarily done remotely but local candidates will be prioritized. Please submit a resume or an overview of relevant experience as soon as possible to hire@maclt.org

Position Classification

- This position is for a Limited Term Employee (LTE) working Aug 16 - Dec 31, 2021
- \$20 per hour, 30 hours per week, for a maximum of 480 hours.
- The position is grant-funded with potential to become more permanent.

Specific Duties and Responsibilities

- Setting up logistical systems for maintenance services contract with the City of Madison, including:
 - Take the lead on developing an application and approval system in compliance with CDBG contract requirements
 - Draft information materials about maintenance service programming for target population: print materials and web materials
 - Coordinate and facilitate at least two Zoom and/or in-person information sessions about maintenance services programming for homeowners
- Beginning maintenance services contract compliance including:
 - Communication with homeowners on steps and rules of the program
 - Receipt of applications from homeowners for funds
 - Aid homeowners with receiving bids on maintenance costs
 - Coordination with City of Madison staff to complete environmental reviews of homes
 - Quarterly reporting to the City of Madison
 - Documentation and processing of all homeowner reimbursement requests

Required Knowledge, Skills and Abilities

- Attention to detail: this position will require comfort with reading and familiarizing oneself with a funding contract, paying attention to and keeping track of funding requirements and dates for reporting.
- An experienced and effective advocate for structural change, grounded in principles of racial equity and social justice; a creative thinker; and an effective collaborator and project manager.
- Proficiency with computer software such as Word, Excel, Adobe, Zoom, and Google Suite required. Experience with Canva, Airtable, and Wordpress a plus.
- Member services: Ability to communicate under pressure and to break down steps in an easy-to-understand way on the phone, in person, using remote meetings, and in writing.
- Experience with administrative logistical functions a plus.
- Experience with HUD grants and/or Housing services a plus.

All qualified or qualifiable applicants will be considered for employment without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin.