



## JOB ANNOUNCEMENT

**Title:** Stewardship Assistant  
**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 households, while preserving affordability for future generations and providing post-purchase support to low-income homebuyers. We are a small (currently 2 staff), nonprofit organization with values rooted in antiracism, housing justice, and systems change. Join our collaborative and forward-thinking team to challenge the systems and structures that have led to marginalization and historical inequities in housing. Learn more about MACLT at [www.maclt.org](http://www.maclt.org).

Under the supervision of the Executive Director, the Stewardship Assistant will administer a maintenance grant that MACLT distributes to our homeowners from the City of Madison. The Stewardship Assistant will also assist in other stewardship services for homes and homeowners in the land trust, including providing post-purchase support to low-income homeowners, helping homeowners access other local assistance, and completing other tasks related to operations of the land trust. This position is fully funded for 2023, with potential to become a permanent position. Work can be primarily done remotely but local on-site work will be a regular part of the job, 1-3 days per week. Applications will be accepted on a rolling basis, with a deadline of March 17. Please submit a resume or an overview of relevant experience to [hire@maclt.org](mailto:hire@maclt.org).

### ***Position Classification***

- \$24 per hour, 30 hours per week (.75 FTE)
- Benefits include health insurance, 6 weeks of paid time off per year, and 2 weeks of paid holiday time per year
- The position is grant-funded with potential to become permanent

### ***Duties and Responsibilities***

- Managing office operations in a forward-facing way (15%)
  - Answering phones and directing callers to website or other staff
  - Collecting mail, managing office file organization, digitizing archival files
  - Clerical tasks related to logging bills, printing checks, and compiling information for bookkeeper
  - Note-taking at key meetings
- Maintenance grant administration (70%)
  - Communication with homeowners on steps and rules for receiving maintenance grants
  - Assisting homeowners in filling out applications for funding, responding to applications, and helping them with the process, including in seeking bids on maintenance projects
  - Meeting with homeowners in their homes to confirm certain maintenance projects were completed
  - Coordination with City of Madison staff, homeowners, and contractors
  - Quarterly and monthly reporting to the City of Madison
- Carrying out other stewardship activities for low-income homeowners in the land trust (15%)
  - Knowing and being able to communicate MACLT's policies verbally and in writing in a clear, concise, and friendly manner to homeowners in the land trust
  - Connecting homeowners with other local resources and assistance
  - Supporting the homeowners' Stewardship Committee in regular meetings
  - Other duties as assigned or decided as part of the staff team

### ***Knowledge, Skills and Abilities***

- The candidate will have excellent attention to detail and will work well independently and as part of a team
- An experienced and effective advocate for structural change, grounded in principles of racial equity and social

justice

- Personable and comfortable communicating with others in person and electronically
- Proficiency with computer software such as Word, Excel, Adobe, Zoom, and Google Suite required. Experience with Quickbooks, Canva, Airtable, and Mailchimp a plus. If the applicant is not already familiar with Quickbooks and bookkeeping, they should bring an interest and willingness to learn these processes.
- 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
- Familiarity with the field of real estate and property management preferred
- Experience with administrative logistical functions a plus
- Experience with HUD grants and/or housing services a plus
- Willingness and ability to travel to homes across City of Madison (concentrated on North- and East-sides along bus routes)

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.