


Leominster Housing Authority

Job Title:	EJC/Leased Housing Coordinator	Revision Date:	7/17/2023
		E.D. Initials	
Department/Group:	Leased Housing	Union Status	Non-Union
Location:	Leominster Housing Authority	FSLA Status	Exempt
Level/Salary Range:	Up to \$50,000	Position Type:	Full Time Position (35 hrs. week)

Job Description

This is a highly responsible position in which there are dual roles: EJC Program Coordinator and Leased Housing Coordinator. The hours will be split between the two roles: Approximately 15 hours for the EJC and 20 hours for the Section 8 Program. These hours are subject to the need within each program.

The EJC Program Coordinator is required to provide oversight of Leominster students participating with the afterschool program for varying grades/ages. The EJC Program Coordinator oversees the planning, development, implementation, evaluation, for family and school engagement, and completes program grant funded reports. Development and outreach with community partners and promoting growth of the EJC, will be imperative to success. This position requires someone who is compassionate, creative, energetic, and imaginative.

The EJC is open Monday through Thursday, from the hours of 2:30pm-6pm, during the Leominster school year. The EJC Program Coordinator will oversee the program during these hours and may have the support of the Assistant Coordinator. When the school year come to an end, the expectation is the EJC Program Coordinator will focus on community outreach and fundraising for the start of the next school year.

Essential Job Functions

Reports to the Administrative Assistant/Special Projects and the Director of Housing Management Services.

- Oversee the general operations of the EJC; handle daily business activities and collaborates with the Assistant Coordinator
- Maintain confidential and specialized files, records and reports related to the facilities of the EJC
- Create an environment that facilitates academic achievement by promoting and stimulating program participation by effectively implementing and administering programs, services, special events, and activities for students and volunteers
- Supervise students during all aspects of the afterschool program including arrivals, dismissals, transitions, homework, bathrooms and assist with serving daily snacks
- Outreach to potential community partners and develop relationships; work with necessary Leominster officials (Town Hall/Fire Dept/Police Dept etc.)
- Other duties as assigned.

The LHC works with the Leased Housing Department in Leominster Housing Authority. The LHC will gain knowledge in LHC regulations: coordinate assets with participant selection and voucher issuance, inspection and landlord documentation requirements, rent reasonableness, interim and annual recertification of voucher holder eligibility, income inclusions/exclusions and rent shares.

Essential Job Functions

Reports to the Director of Leased Housing.

- Assist with recertification of families.
- Complete Section 8 intakes
- Enter applications onto the waiting list
- Mail out waiting list receipts
- HQS inspection input and tracking
- Copies and filing
- Phone coverage when needed
- Attend and participate in meetings with other public agencies relating to Section 8 as required.

Applicants must complete a Criminal Records Check (CORI)

Qualifications and Education Requirements

Education and Experience:

College Degree. Valid driver's license and reliable transportation. Experience with teaching and supervising students, running Afterschool Programs, Community Relations, Grant or Researching Funding. Working knowledge of Federal, State and local rules and regulations governing eligibility for government-subsidized housing. Experience with evaluating, interviewing, coaching and counseling clients. Experience with a variety of populations, including low-income individuals and families.

Knowledge, Skills and Abilities:

Proficient in office management and practices. Ability to maintain effective work-relations with other employees, all department heads, housing authority residents, and federal, state and local government representatives. Ability to compile and document critical information as it applies to voucher holder qualification, income and household membership and potential voucher conflicts related by voucher holders and landlords. Ability to work without supervision. Ability to compose correspondence and reports. Ability to effectively communicate both verbally and in writing. Ability to operate a wide variety of office machines. Ability to set clear limits. Ability to analyze and resolve problems creatively. Flexible and cooperative to job demands to meet work needs and deadlines—prompt and dependable.

