

<b>Job Title:</b>	<b>Housing Portfolio Coordinator</b>
<b>Department:</b>	Community Housing
<b>Reports To:</b>	Community Housing Portfolio Manager
<b>Starting Salary</b>	\$48,750.00

**Description of Work**

This is a role with responsibility for creating partnerships with affordable and market-rate housing providers. This work produces a portfolio of housing opportunities to be offered to program participants.

**Position Summary**

This position is responsible for developing and continuously improving the housing outreach process to increase the number of units accessible to permanent housing programs, as well as to increase the diversity of units offered, i.e. greater geographic dispersion, increasing access to higher opportunity areas, and diversifying types of housing offered. This work will focus around maintaining partnerships with property managers, submitting housing applications, and coordinating solutions to issues that arise at properties.

**Essential Functions**

- Outreach to market rate owners, developers and property managers
- Work in collaboration with city stakeholders to create opportunities through the Rental Housing Development Assistance (RHDA) program
- Collaborate with the Austin Apartment Association and the Austin Board of Realtors
- Facilitate access to the Multiple Listings Services (MLS)
- Work with partner property management to create healthy and safe communities
- Provide support to and work collaboratively with Intake and Placement Specialists to inform the creation of a streamlined housing workflow

**Work Environment**

This job operates in a professional office environment. Employees are required to use their personal cell phones for business purposes.

**Physical Demands**

This is a somewhat sedentary role, however some activity will be conducted in the community dependent on where meetings with housing providers are scheduled; this could include meetings in coffee shops, property management offices or other community based settings. This position also requires the ability to lift files, file boxes, furniture, open filing cabinets and bending or standing on a stool as necessary. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

**Position Type and Expected Hours of Works**

This is an exempt full-time position working 40 hours a week; typical workdays are Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel to community-based meetings is required. Meetings can be both office and community based, including frequent travel to properties, and may require use of personal vehicle.

### **Required Education and Experience**

- Minimum 2 years of experience working in PSH or RRH programming or in housing market industry.
- Working knowledge of rental housing market in Austin

### **Preferred Education and Experience**

- Active Real Estate license
- Working knowledge of TAA and TAR leasing structures and practices
- 1 year experience providing housing placement services to participants in PSH or RRH programming

### **Additional Eligibility Qualifications**

- Engages in ethical conduct
- Understands Housing First
- Upholds Person Centered framework
- Performs work in a thorough manager
- Ability to analyze, develop, and implement solutions to problems
- Excellent interpersonal and communication skills
- Ability to work independently and collaboratively with all levels
- Detail-oriented with good organizational skills and the ability to set priorities to meet deadlines on schedule

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **ECHO Core Mission Values**

Ideal candidate will share ECHO's core mission values that housing is a basic human right, that system collaboration is key to ending homelessness, and that all individuals and families deserve resources and opportunities to end their homelessness.

### **To Apply:**

Interested candidates please submit a resume and cover letter to [paulmohr@austinecho.org](mailto:paulmohr@austinecho.org). Position will remain open until filled.