



## Old First Ward Community Center

62 Republic Street Buffalo, NY 14204 (716) 856-8613 fax (716) 856-8273

### Community Development & Housing Services Assistant

**POSITION SUMMARY:** The Community Development & Housing Services Assistant, a full-time position, will work directly under the Director of Community Development & Housing Services to support day to day tasks providing housing rehabilitation and community development grant management and reporting, completing client assessments to determine eligibility for assistance, and community outreach. Ability to work independently and as part of a team is crucial. Applicant must be detail-oriented and respectful of client confidentiality.

**COMPENSATION: \$11.20/hour + health insurance**

#### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Schedule and organize meetings with prospective clients.
- Ability to analyze client data to ensure compliance with housing and community development program regulations.
- Maintenance of multiple program databases.
- Ability to adhere to strict program and reporting deadlines.
- Represent the organization in the community in a manner that cultivates respect and professionalism.
- Assist with project research and grant writing proposals.
- Prepare outreach and resource materials for the community.

#### **REQUIRED QUALIFICATIONS:**

- Bachelor's or Associates degree in human services field -OR-
- 2 years working experience in a related human service field.

#### **PREFERRED QUALIFICATIONS:**

- A personal vehicle and driver's license.
- Grant writing experience preferred.
- Proficient verbal and written communication skills.
- Excellent organizational and workload prioritizing skills.
- Demonstrated computer proficiency with MS Office.
- Detailed record keeping skills.
- Commitment to community advocacy.
- Knowledge of current housing stock.

***Full Time Hours are 8am-4pm Monday-Friday with some evening and weekend hours for Community Events and Meetings.***

Interested applicants should forward a cover letter and resume to Tori Ferraina, Executive Director at [director@old1stward.org](mailto:director@old1stward.org) by **May 18<sup>th</sup> 2018**.