

Title: Housing Coordinator

Hours: Up to 40 hours per week

Wage Range: \$26.00 – \$34.84/hour

Supervisor: Executive Director

Status: Non-Exempt

Job Summary

The Housing Coordinator serves as the lead facilitator for the Plumas Housing Council, ensuring effective collaboration among members and alignment with community housing goals. This position coordinates meetings, manages communications, and tracks progress on Council initiatives.

Additionally, the Housing Coordinator oversees implementation of the CDBG-DR Scattered Sites Housing Project, working closely with the developer and partners to ensure the project is completed on time, within budget, and in compliance with all funding and regulatory requirements. The position will also develop and administer a system for renting homes built through the project in accordance with grant guidelines.

Duties and Responsibilities

Plumas Housing Council

- Lead and facilitate Council meetings.
- Maintain communication and updates between members, stakeholders, funders, the County Board of Supervisors, and the public.
- Develop strategies to ensure the long-term sustainability of the Council and related housing programs.
- Identify and pursue opportunities for housing growth and development within the county.

CDBG-DR Scattered Sites Housing Project

- Learn, understand, and implement all components of the project work plan per funder guidelines.
- Communicate regularly with the developer and project team to ensure timelines and deliverables are met.
- Coordinate with the California Department of Housing and Community Development (HCD) on compliance, reporting, and regulatory matters.
- Collaborate with contractors, including NEPA consultants and property management partners.

Program Implementation

- Manage day-to-day operations of the housing program, including problem-solving and strategic input.
- Ensure compliance with all fiscal, administrative, and operational requirements in coordination with the Executive Director.
- Support delivery of high-quality services and maintain high levels of client satisfaction.
- Submit bi-monthly progress reports detailing program activities, accomplishments, challenges, and financial data.
- Develop and implement long-term service and program goals.

- Prepare, review, and implement housing-related policies, procedures, and forms; seek Executive Director approval as needed.
 - Develop and execute a marketing plan in collaboration with the Marketing Director.
 - Partner with the Program Development Manager on grant applications, documentation, and reporting.
 - Ensure all activities comply with applicable state and federal regulations.
 - Uphold PRS's mission and values through consistent, ethical operations.
 - Attend meetings, trainings, and events as required.
 - Promote and maintain a safe working environment for staff and clients.
 - Perform other related duties as assigned.
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Required Skills and Abilities

- High proficiency in Microsoft Word, Excel, PowerPoint, Google Workspace, and email.
 - Strong organizational, management, and time management skills.
 - Excellent written and verbal communication skills.
 - Knowledge of housing issues, particularly in rural communities (preferred).
 - Proven leadership and group facilitation abilities.
 - Strategic and long-term thinking skills.
 - Strong analytical skills with the ability to interpret and apply regulations.
 - Adaptability to evolving programs, challenges, and interpersonal dynamics.
 - Strong interpersonal and relationship-building skills (community familiarity a plus).
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Education and Experience

- **Required:** Associate degree in a human services field, *or* high school diploma/equivalent with at least two years in a comparable position.
 - Minimum three years of experience in program implementation, facilitation, and project management.
 - Minimum two years of experience in record keeping and compliance documentation.
 - Minimum three years of experience providing case management or client monitoring.
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Physical Requirements

- Ability to sit for extended periods.
- Ability to travel to construction sites, meetings, and related locations as needed.

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.