



# NuPoint

COMMUNITY DEVELOPMENT CORPORATION

**Position Title:** Housing Coordinator

**Reports to:** Housing Director

**MISSION**

To improve the quality of life within the Union-Miles service area through community engagement, housing and economic development.

**Job Summary**

The Housing Coordinator is an important member of the Real Estate Development team whose work will focus on revitalizing blighted areas in the Mt. Pleasant neighborhood. This individual will promote and administer programs available to the area residents for the improvement of the community and lives of its' residents.

**Essential Functions**

- Assist residents in applying to NuPoint internal home repair assistance program and Senior Home Repair.
- Work with contractors to implement repairs and develop scope of work. Prepares work write-ups, detailed specifications, and cost estimates for single family renovation/rehab projects. Conduct's follow up inspections of completed work. Completes necessary reports and compliance documentation as required by government and private foundations
- Work with CCLRC and partner with investors for redevelopment project opportunities
- Identify potential contractors, review bids and monitor redevelopment projects in service area
- Promote and manage programs available to community residents including but not limited to: Senior Housing Assistance (SHAP) Repair-A Home (RAH) CHN Housing Partners Repair Programs; Community Housing Solutions Repair Program
- Work to assist the special requests of area residents and referrals from local Councilperson and City of Cleveland department as well as local agencies and institutions

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

Assumes additional responsibilities and performs special projects as needed or directed by the Supervisor.

**Skills & Experience**

- High School Diploma or equivalent
- 2-5 years' experience in housing and commercial development
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office products including Word, Excel, and PowerPoint.
- Ability to work independently and as part of a cohort/collaborative team.
- Reliable transportation to conduct field surveys preferred.
- Problem-solving skills and good communication skills

**HOURS**

Full-time: Ability to work some evening hours. flextime on weeks where he/she is required to work evenings/weekends, but he/she must get approval in advance.

**How to Apply**

Send your resume and cover letter to [artrices@nupoint.org](mailto:artrices@nupoint.org)