

## FULL TIME POSITION OPENING ANNOUNCEMENT PROGRAMS ASSISTANT

Job Title: Programs Assistant  
Reports To: Pre-Construction Manager  
HQ Location: Indio, CA (Coachella Valley) Most office personnel operating remotely in COVID  
Supervises: N/A  
Salary Range: \$33,660 - \$34,320  
Date Posted: May 2021  
Start Date: May-June 2021

### OVERALL PURPOSE:

The Coachella Valley Housing Coalition (CVHC), a 501(c)3 nonprofit organization, was established in 1982 to improve the living conditions of low-income individuals and families in the Coachella Valley and inland Southern California. CVHC's vital social mission of constructing and operating affordable housing infused with enriching community services is made possible through effective procurement and administration of grant funding. It is also necessary to proactively engage our residents and constituents to understand urgent community needs to create stellar programming to meet those needs and further CVHC's mission.

The systems and people-focused values of CVHC's organizational action plan in progress, known as the [Five Areas of Focus](#), puts team collaborations as the primary mechanism of organizational effectiveness. CVHC defines team as a **group of people who work together to meet the organizational purpose**. The ultimate purpose of the Head of Programs' role is to operationalize stellar grassroots community programming that meets the needs, desires, and dreams of CVHC and its low-income constituents.

### ROLE AND THE MOMENT:

The Programs Assistant enables CVHC's mission by providing essential support in preparing participants for homeownership through the Housing/Financial Counseling and Intake and Loan Packaging processes, creating impact through much needed affordable housing that change's people's lives. CVHC's current portfolio of social service programs and strategic initiatives includes housing stability, health promotion, community learning, arts and culture, health+housing, and urgent needs. CVHC's wish is to strengthen and expand current programming to meet the growing needs of our resident population, which helps stabilize our real estate portfolio.

The Programs Assistant supports the Housing/Financial Counseling and Loan Packaging teams and provides primary receptionist relief coverage as needed. The position will manage a high volume of sensitive or confidential materials in support of CVHC's affordable housing production goals through data entry, creating and maintaining various filing systems, assuring that data from multiple sources is accurately entered and maintained, maintaining the records storage room, and performing various general office duties.

### THE ORGANIZATION

Office: 760-347-3157 • Fax: 760-342-6466 •

[www.cvhc.org](http://www.cvhc.org)

  
CHARTERED MEMBER

CVHC, because of its longevity and real estate development track record, has a positive reputation and national name recognition in the affordable housing field. However, there is also increased competition to develop more housing in the Coachella Valley. Housing developers from outside the area are interested in building in the region.

To help the organization meet this moment with purpose, the Board of Directors selected CEO Alice Salinas for her proven record in housing development and visionary leadership with the purpose of building more housing. The CEO began her position in July 2020 and is currently leading CVHC in the organizational growth action plan, Five Areas of Focus, while exploring new frontiers of housing and community development that enrich marginalized communities. CVHC employs thirty-five full time and three part time staff and is governed by an eleven-member Board of Directors.

CVHC is building a new culture that supports learning, for all staff and board members as well as the organization, described in more detail in the Five Areas of Focus. The new thinking incorporates team decision-making and promotes more autonomy for the individual staff member. Management's role is to support staff by ensuring a productive work environment and team cohesiveness. In Multi-Family, Single-Family and Community Engagement Departments, leaders also conceptualize, plan and finance new projects.

**CVHC staff praises the organization for offering:**

- Family-like atmosphere of colleagues who know and care about each other.
- Flexibility.
- Environment in which long-time staff mentor and support newcomers.

The Five Areas of Focus makes concrete CVHC's commitment to its people.

**PERSONAL CHARACTERISTICS:**

- Enjoys working in team environment.
- Flexible, able to work with priority or task changes depending on need.
- Ability to self-start and claim ownership of position responsibilities.
- High attention to detail to prevent data errors.

**Primary Responsibilities**

- Establishes data entry and document processing priorities in cooperation with the Housing/Financial Counseling and Loan Packaging teams.
- Prepares Client source data for computer entry or filing by compiling and sorting information, resolving discrepancies in document information, and obtains further information for incomplete documents.
- Enters document information or data provided directly from Clients into database software and verifies the accuracy of the input data.
- Responds to information requests from staff.
- Creates and maintains spreadsheets with large amounts of data and verifies the accuracy of input data.
- Provides receptionist relief and front desk coverage as needed, including various general office tasks.

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### **Data Entry job qualifications and requirements**

- Computer literacy and familiarity with various computer programs required. Prior experience in SHARES system, Counselor Max, MS Office suite and MS Teams helpful.
- Proficient knowledge of grammar and punctuation.
- Ability to work to time constraints.
- Proven experience as data entry clerk.
- Working knowledge of office equipment and computer hardware and peripheral devices.
- Basic understanding of databases.
- Great attention to detail.
- High school degree or equivalent.
- Written and verbal Spanish proficiency desired.