

Coachella Valley Housing Coalition



45-701 Monroe Street, Suite G, Plaza 1, Indio, CA 92201
TEL: (760) 347-3157 FAX: (760) 342-6466

JOB DESCRIPTION

Job Title:	TEMPORARY PART-TIME COMMUNITY OUTREACH AND MARKETING SUPPORT – Imperial Office
Department:	Single Family
Reports to:	Pre-Construction Manager
FLSA Classification:	Non-exempt
Supervises	N/A
Created / Updated	October 2020
Bilingual:	English & Spanish speak, read, and write

The Coachella Valley Housing Coalition (CVHC) is a nonprofit affordable housing development organization founded in 1982 with the purpose of improving the living conditions of low-income individuals and families by constructing and operating affordable housing infused with resident services programs and other opportunities that enrich, build and grow their lives.

In the Mutual Self-Help Housing Program, families work together and collectively build each other's homes by using their sweat equity in place of a down payment. Mutual Self-Help Housing is accomplished through technical assistance, training and supervision provided by the Coachella Valley Housing Coalition.

Position Overview

General Duties: The Self-Help Homebuyer Outreach Worker is responsible for recruiting at least 100 families, by marketing to the community the CVHC's Self-Help, Single-Family program. This involves being out in the community and outreaching to local institutions and nonprofits, renters, schools, churches, farm workers, etc. to recruit new home buyers.

In addition, the Outreach Worker will be in charge of maintaining the Imperial office open to the public for the following purposes: providing basic program information on the Self-Help program to interested persons, receiving completed waiting list applications, assisting with housing program recruitment as well as forwarding documentation to the Loan Packaging staff at the Indio office. The Outreach Worker must be very detail oriented.

Essential Duties and Responsibilities:

1. Community outreach (attending fairs, door knocking to market the program, working with schools, clinics, churches, and retailers, to secure at least 100 families that will participate in building their home under this Self-Help housing model.
2. Assist persons inquiring about the program and provide information including waiting list applications
3. Receive completed applications and forward to Indio office
4. Answer telephones and other receptionist duties
5. Maintain a suitable filing system
6. Receive documentation from applicants and forward to Loan Packaging staff at the Indio office.
7. Any other duties as assigned.
8. Available to work flexible schedule when needed.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or equivalent, experience in community organizing or community engagement in the Imperial Valley is essential.

Skills, Knowledge and Abilities

Excellent written and verbal communication required. Have attention to detail, with excellent follow through on assigned work. Be highly organized. Ability to solve practical problems and deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to multi-task, prioritize and meet deadlines. Be able to maintain strict confidentiality relative to working within the work areas and with assigned work from department director. Strong interest in serving the needs of low-income individuals.

Required Technical / Other Skills / Licenses – Working knowledge of computers and most commonly used business software, to include Microsoft Word, Excel, Outlook, and PowerPoint.

Since driving a vehicle during the scope of employment is necessary, incumbent should possess a valid California driver’s license and carry automobile liability insurance that meets or exceeds State requirements. A clear Motor Vehicle Record is required. Updated MVR’s may be periodically collected.

PHYSICAL DEMANDS – Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SAFETY – Incumbent is required to comply with established safety work practices and attend all safety-related training provide or made available by the Coachella Valley Housing Coalition.

COMPANY FUNDS – This position does not have access to company funds

Rate of Pay: Starting at \$17.00 per hour, approximately 20 hours per week.

Employee Name

Date

Employee Signature

CVHC is an Equal Opportunity Employer EOE/AA