



## MONACAN INDIAN NATION

### Housing Coordinator

**SALARY RANGE: \$30,000 TO \$42,500 PER YEAR  
Plus Benefits**

#### **BACKGROUND**

We are in a period of rapid growth and are seeking an individual with a unique set of skills to join our team. The ideal individual will be a pro-active, team player willing to work in a fast-paced environment, who will be responsible for a wide range of support responsibilities across our programs with a focus on low- income housing management and home rehabilitation/weatherization using Indian Housing Block Grant (IHBG) funding. Other programs will include homeless prevention, rental assistance, and down payment assistance. Additionally, this position will also provide support, as needed, to other areas of the business, when IHBG funds are being utilized.

#### **RESPONSIBILITIES:**

- Type accurately (preferred 35 WPM), and maintain confidential documents pertaining to applicants, by setting up folders and filing accordingly
- Provide support for IHBG funded programs
- Conduct research and data analysis, and provide recommendations for affordable housing programs
- Process invoices for the Housing Department, making sure each are coded accurately, and reconcile credit card statement monthly
- Communicate clear and precise expectations to applicants, while performing in accordance with established guidelines, housing standards, and all federal requirements
- Assist with grant writing, by conducting research, implementing surveys, and any other data analysis needed to complete grant
- Communicate daily, in person, or via email -or- phone, to provide information requested, and/or provide guidance when applying for assistance
- Additional assignments as needed

#### **SKILLS:**

- Strong team player
- Knowledge of federal rules and regulations (2 CFR Part 200 Uniform Guidance Administrative and 24 CFR)
- Proficient in MS Office – Word, Excel, PowerPoint (Access preferred)

111 Highview Dr., Madison Heights, VA 24572 [www.monacannation.com](http://www.monacannation.com)  
(434) 363-4864 [Enrollment@MonacanNation.com](mailto:Enrollment@MonacanNation.com)

- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks
- Superior organization and time management skills
- Ability to multitask
- Good verbal and written communication skills
- Knowledge and experience with Housing Urban Development is preferred
- Ability to work well with others

**REQUIRED QUALIFICATIONS:**

- Bachelor's or Associate's degree preferred or equivalent experience
- Process Improvement skills preferred
- A minimum of two (2) years experience in non-profit organization
- Exceptional communication skills
- Valid Driver's License

**PHYSICAL DEMANDS:**

Mostly sedentary position with some travel required. Applicant must be able to work accurately and efficiently in a fast-paced environment. Must be able to lift, carry or push at least 50 pounds.

\*Must live within 50 miles of the Tribal Center in Amherst County, Va, or be willing to relocate within the distance requirement at own personal expense.

\*Criminal Background and Drug Screening required.

\*Preference given to qualified American Indians in accordance with the Indian Preference Act. Applicants claiming Indian preference will be required to submit verification of Indian heritage documentation certified by a respective tribe of affiliation.

Position will be posted until filled.