Job Title: Housing Coordinator
Pay Range: $60,000 to $80,000
FLSA Status: Full Time (40 hrs/wk) or part-time (20 hrs/wk) / FLSA STATUS: Exempt

The Housing Coordinator, acting on behalf of the Blaine County Housing Authority (BCHA) is a
City of Ketchum employee. The Coordinator manages key programs under the Authority’s
jurisdiction, specifically assisting those residing or working in Blaine County with finding and
accessing housing and related resources and implementing the Shelter Plan. This position is
pending City Council approval.

PRIMARY JOB RESPONSIBILITIES

Housing Navigation System
- Annually update Resource Guide + brochure
- Work with Program Administrator to manage a shared pre-application process and
  potentially a common waitlist for subsidized properties
- Create a “cheat sheet” on who is eligible and how to apply for subsidized properties. Train
  and assist case workers on application processes
- Facilitate check-ins with service providers and case workers for problem solving, tracking
  trends, and sharing updates
- Facilitate education of service providers, property managers, and Homeowners
  Associations on BCHA’s policies, fair housing, the housing navigation system, landlord-
  tenant law
- Certify and maintain certification as Housing Counselor
- Represent the Housing Authority at community events and through targeted outreach
  with service providers
- Lead displacement and emergency response task force, as needed

Assist in Implementing Shelter Plan
- Coordinate cross-agency structure on homelessness
- Assist in grant applications for homelessness and transitional housing
- Assist in developing shared goals and metrics, and manage data collection and tracking
- Coordinate shelter operations
- Assist in developing program policies

REQUIRED SKILLS
- Six years of experience in at least one of the following fields (four years of education can
  be substituted for experience): case management, social services, real estate, project
  management, public administration, or related fields. Experience in affordable housing,
  homelessness, continuums of care, and cross-agency collaboration is a plus
• Ability to professionally communicate in writing and verbally in English and Spanish
• Demonstrated ability to show empathy for clients and to maintain confidentiality
• Work productively independently and as part of a team, both with staff and volunteers
• Proficient in Microsoft Word, Outlook, Excel. Experience with customer relationship management systems (such as Salesforce) a plus
• Ability to multitask and prioritize projects in a fast-paced environment
• Possess a high level of self-motivation and initiative
• Able to work occasional evenings and weekend

TO APPLY
Send resume and cover letter to info@bcoha.org.