



CHAFFEE HOUSING TRUST
A Commitment to Community

For more information, contact:
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Americorps VISTA Volunteer

Reports To

Read McCulloch, Executive Director and Founder

The Chaffee Housing Trust (CHT) is a rural nonprofit affordable housing developer that works with low-income households to purchase their first home using the community land trust model, as well as providing affordable rentals for potential homeowners in transition. The CHT works with over 100 low-income clients per year from the first contact through qualification, credit counseling, mortgage application, home purchase, and post-purchase counseling. The CHT develops affordable homes directly through projects owned and managed by the CHT, or through partnerships with developers and other agencies. The CHT works collaboratively with other housing agencies, local government, employers, and stakeholders to partner on projects and services.

Job Overview

Volunteer will work with Executive Director to grow current activity including social media capacity building, client tracking and fundraising information systems development and management, project development and financing, and legal document preparation.

Responsibilities and Duties

- Assess current systems for information management, client intake processes, project management tools, and public relations / communications for the purpose of improving operations and building organizational capacity.
- Assist with project development and support, working with local government, housing agencies, and citizen advisory groups.
- Assist with the development of project financing and funding, including grant writing, reporting, loan application, and financial management.
- Manage social media and other communication with potential clients, partners, funders, and supporters.

Qualifications

- Proficient with Microsoft Word, Excel, and other pertinent data management software.
- A desire to work in a small rural organization, learning a wide array of professional skills.
- Capacity to strategically take on challenges, working independently and in support of others.
- Good time-management and organization skills.
- Empathy and a desire to build community.

A housing stipend will be provided as needed, as well as computer and other work related equipment.

