



**CHAFFEE HOUSING TRUST**  
A Commitment to Community

## **JOB OPENING**

### **Homeownership Program Coordinator / Administrator**

The Chaffee Housing Trust (CHT) is seeking to hire an individual to lead community efforts in Lake County to promote the stewardship of permanently affordable homes, work with low-income residents, and perform various administrative tasks to support the organization. The Homeownership Program Coordinator/Administrator will work as an effective local communicator to provide accessible, bilingual homebuyer-readiness services to community members while supporting the CHT to enhance the brand awareness and communication channels.

This is an excellent opportunity for a committed individual with a passion for customer service and a desire to help community members while eager to bring creative and innovative ideas to increase awareness of the CHT programs. This position is for someone comfortable working independently with a flexible schedule in close coordination with the Homeownership Program Director and Executive Director.

#### **About Chaffee Housing Trust (CHT)**

The CHT provides home ownership opportunities to low-income Chaffee & Lake County residents and workers who are priced out of the housing market. The CHT uses the community land trust model of shared-equity ownership, provides homebuyer readiness services, and acts as developer or partners with developers to build housing, for both ownership and rental. The CHT stewards these properties in perpetuity to ensure that local affordable housing stock stays affordable.

#### **Job Duties & Responsibilities**

- Lead community and client outreach efforts in Lake County. Be the connector between potential clients, organizations, the public and CHT.
- Communicate with the community, including answering questions about the homeownership program, steps and qualifications.
- Promote, support and assist with the delivery of the Homebuyer Readiness services.
- Provide ongoing one-on-one client services including, client intake, credit review, budget and loan application assistance.
- Assist clients in completing paperwork and collection of documents. Actively monitor client progress and provide honest encouragement.
- Assist with the development and implementation of the Housing Promotores Program.
- Assist with logistics for the CHT workshops and events (online and in-person).
- Responsible for creating client outreach material such flyers, surveys, etc.
- Assist with evaluation and data collection
- Prepare content and articles for the CHT monthly newsletters
- Assist with implementing the CHT's marketing strategies
- Update and develop information for the CHT website
- Update and monitor social media channels
- Other duties as assigned

## **Skills & Qualities**

- Have a genuine passion for service and the desire to help community members.
- Capacity to serve low-income individuals providing client-based services.
- Be positive, collaborative and communicate well with a diverse range of people in the community.
- Fluent in English and Spanish, excellent verbal and written skills in both languages.
- Be empathetic and responsive to the needs of others.
- Belonging to or deeply understanding of the community.
- Be self-directed with outstanding attention to detail, and work as a team player.
- Eager to bring creative and innovative ideas to better serve the community.
- Strong critical thinking, problem-solving and time-management skills.
- Ability to handle sensitive information while preserving confidentiality.
- Ability and willingness to learn new systems and processes with basic training.

## **Job Qualifications & Experience**

- Related work or volunteer experience preferred.
- Homeownership knowledge preferred.
- Have an interest in essential homebuyer readiness services.
- Proficiency using MS Office including Word, Excel, Power Point and OneNote.
- Experience with translation and interpretation.
- Comfortable writing, editing and creating articles.
- Ability to use social media for impressions and brand awareness.
- Familiarity with publishing and web design a plus.

## **Additional Information**

- Wage: \$20/hr. +/- DOE - Position is half-time to full-time equivalent (0.5 – 1.0 FTE) depending on the employee's availability, skills and experience.
- Work hours can be flexible including working from home with availability to meet with community members in person.
- Laptop computer provided
- Health Insurance stipend provided.
- Very flexible time-off policy and hours of operation.
- Position requires occasional travel in Chaffee and Lake counties. Applicant must have valid Colorado driver's license and insured vehicle, travel compensation paid based on mileage.

## **HOW TO APPLY**

Interested applicants should contact Claudia Palzkill, 719-239-1579, [claudia@chaffeehousing.org](mailto:claudia@chaffeehousing.org). Resumes and cover letter can be submitted via email or to Chaffee Housing Trust, PO Box 305, Salida, CO 81201.

*The CHT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*