

Housing Authority of the City of East St. Louis

Job Description

Title: Development Coordinator

Salary: \$32,803 (Non-Exempt)

Reports To: Development Consultant

Position Description:

Responsible for administering development projects and operations as assigned. Consult with staff to ensure compliance with HUD requirements and represent ESLHA when dealing with external business partners.

Essential Duties:

1. Performs a variety of office and clerical duties and activities of a general and specialized nature for the development department, i.e., composes, types, and proofreads correspondence, forms, reports, and other material and disseminates information as instructed.
2. Handles administrative tasks, including special projects requiring a high degree of administrative acumen.
3. Responsible for coordinating daily activities with the Development Consultant. Assist with developing procedures; implementation of policies and procedures to achieve established goals and objectives of the department.
4. Responsible for agenda, scheduling of meetings, note taking, prepares resolutions, gathers any materials or data requiring board review and distribution of pertinent information.
5. Creates, maintains and organizes assigned project file documentation and ensure files are properly electronically stored on ESLHA network in a manner consistent with local, state, HUD regulations, and ESLHA rules and procedures.
6. 98% of all documents, technical assignments (reports, grant applications, evaluations, surveys, etc.); are prepared, completed accurately and according to schedule.
7. Composes and types correspondence, flyers, charts, statistical, financial data narrative reports, and other informational documents accurately interpreting and applying ESLHA policies and practices in accordance with HUD regulations.

8. Coordinates department information for advertisement on ESLHA website, newsletters and other media.
9. Attends various meetings, i.e., community and public meetings.
10. Submits monthly status reports. Analyze, tracks and monitors department activities, progress and compliance to provide information while ensuring accurate reporting.
11. Prepares training materials and conducts training sessions for community, residents, and staff regarding Development and Capital Improvement Initiatives.
12. Prepares files in a manner consistent with local, state, federal laws, and ESLHA practices. Maintains confidentiality at all times. Serves as custodian of office files.
13. Performs other related duties as assigned.

Performance Standards:

- Attendance is reliable; leave does not exceed the amount permitted, the employee has no unexcused absences from the job and the employee is available to work during non-business hours as needed.
- Work priorities are clearly established and followed. Deadlines are met on all assignments.
- Employee exercises good telephone skills. No complaints are received regarding telephone etiquette from staff or from public.
- Files are maintained in accordance with HUD guidelines and good record keeping practices, in a neat, detailed, organized and orderly fashion so that files are easily located; all documents are properly filed within three (3) business days.
- Effective communication is maintained with internal and external parties.
- The public is treated with respect and courtesy; callers and visitors are screened and properly handled; and information is provided to the public accurately and appropriately.

Qualifications:

Education: A minimum of a high school diploma or G.E.D. and clerical, secretarial or business school required with a certificate of completion.

Experience: A minimum of three years of experience in administration of development projects, preferably in public housing or similar government unit.

Special Skills: Accurate typing is performed at 50 wpm.
Knowledge of standard business practices and protocols.
Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
Operates standard office equipment.

Other

Requirements: Maintain a valid driver's license and a safe driving record.

Submit Resume to:

- eslha-hr@eslha.org or online at: www.eslha.org

East St. Louis Housing Authority is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and shall not be construed as an exhaustive list of responsibilities, duties, and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the Housing Authority of the City of East St. Louis.