

# Housing Authority of the City of East St. Louis

## Job Description

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**Title:** Development Coordinator

**Salary:** \$32,803.00 (Non-Exempt)

**Reports To:** Development Director

### **Position Description:**

Responsible for administering development projects and operations as assigned.

### **Essential Duties:**

1. Performs a variety of clerical duties and activities as assigned. Must be detailed oriented in a fast pace environment.
2. Responsible for coordinating daily activities with the supervisor and adhering to the set policies and procedures to achieve established goals and objectives.
3. Responsible for the collection and dissemination of various documents to key stakeholders. Task include, but not limited to, preparing agendas, scheduling meetings, and conducting site visits.
4. Create and maintain assigned projects, files and documentation electronically and accurately in an organized manner. Serves as custodian of all electronic and paper files.
5. 98% of all documents, technical assignments (reports, grant applications, evaluations, surveys, etc.); and must be completed accurately and timely.
6. Responsible for interpreting and applying the East St. Louis Housing Authority (ESLHA) policies and practices in accordance with Housing and Urban Development (HUD) regulations.
7. Coordinates advertisement on the website, newsletters and other media outlets.
8. Attends various internal and external meetings.
9. 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 satisfied on all assignments.
- Files are maintained in accordance with HUD guidelines and filed timely. All documents are properly filed within three (3) business days.
- Effective communication is maintained with internal and external stakeholders.
- The public is treated with respect and courtesy with information that is accurate and appropriate. Must exercise good telephone skills.

Qualifications:

Education: A minimum of a high school diploma or G.E.D.

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

Special Skills: Good typing skills. (50 wpm)  
Working knowledge of standard business practices and protocols.  
Proficient: Microsoft Office (Excel, PowerPoint, Outlook, and Word).  
Ability to organize and perform some tasks independently.

Other

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

Submit Resume to: [eslha-hr@eslha.org](mailto:eslha-hr@eslha.org) or online at: [www.eslha.org](http://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.***