



Job Title:	ECHO Community Housing Program Specialist
Reports To:	Director of Community Housing

Interested candidates please submit a resume and cover letter to humanresources@austinecho.org. Position will remain open until filled.

Position Summary

ECHO assists a continuum of direct service programs working to end homelessness in Austin/Travis County by providing them with community-wide technical assistance and strategic systemic input. The primary responsibilities of the Community Housing Program Specialist are to provide administrative support to the Community Housing team. The Community Housing team creates permanent housing opportunities in the community, manages resources and tools to create access to housing opportunities, and connects those opportunities to Rapid Rehousing and Permanent Supportive Housing providers in Austin/Travis County.

The Community Housing Program Specialist will work with and support all Community Housing team members and will work closely with and under direct supervision of the Director of Community Housing. The priorities of the position will shift dependent on community programming ramp-up. Providing administrative support to the Youth Homelessness Demonstration Project and Pay for Success Permanent Supportive Housing project will be primary priorities of the position.

Essential Duties & Responsibilities

Tenant Screening Checks

- Run tenant screening checks on eligible permanent housing program participants;
- Using Excel, summarize tenant screening check results; and
- Assess eligibility for housing options and subsidies.

HMIS (Homeless Management Information Systems) Data Entry

- Input and maintain the Community Housing team's data in HMIS;
- Document program entries and exits and service transaction; and
- Using the HMIS reporting tool, generates aggregate data on the Community Housing team's outcomes.

Permanent Housing Programmatic Administration Support

- Conduct rent reasonableness and utility allowances;
- Perform unit and property inspections;
- Coordination of available housing subsidies; and
- Processing requests to access Community Housing tools.



General Administrative Support

- Schedule meetings and manage calendars;
- Manage monthly budgets; and
- Provide contract administration support.

Performs other duties as assigned by supervisor.

Qualifications

EXPERIENCE

- 2 years' experience working in property management or leasing,
AND/OR
- 2 years' experience providing housing stability or housing location services to households who have recently exited homelessness,
AND/OR
- 2 years' experience providing administrative support in a non-profit setting.

EDUCATION

Required: High school diploma or GED

Preferred: Associates and/or Bachelor's degree.

SKILLS

Required:

- Advanced knowledge of Microsoft Office Suite including Excel, Power Point, Outlook and Word, and DropBox;
- Ability to multi-task in a fast paced environment;
- Ability to communicate through multiple mediums in a collaborative environment; and
- Strong attention to detail.

Preferred: Knowledge and skills related to affordable housing funding sources, and local rental market.

Work Hours/Schedule

Regular – Normal work hours and days assigned based on a 40-hour workweek. Occasional shifts outside of normal business hours may be required to support agency-wide initiatives.