

NOTICE OF POSITION VACANCY

APPLICATIONS ARE CURRENTLY BEING ACCEPTED FOR THE POSITION OF:

HOUSING MOBILITY LANDLORD OUTREACH COORDINATOR

SALARY RANGE:

\$40,200 - \$45,000 Annually

POSTING DATE:

August 15, 2016

CLOSING DATE OF JOB POSTING:

Apply on or before 5:00 p.m. August 26, 2016

POSITION SUMMARY:

This non-exempt position is responsible for identifying and recruiting new landlords in areas of opportunity for the Housing Choice Voucher (HCV) Housing Mobility Counseling program and support landlords participating in the program. The position is also responsible for assisting in the development of the HCV Mobility Counseling program. The individual must be skilled in written and verbal communications, able to interact with Housing Authority staff, landlords and participants, a self-starter and must operate independently. **This position and the program on which the position is based are funded for a specified period; the continuation of employment shall be contingent upon the continued availability of funds for this position and/or program.**

MINIMUM QUALIFICATIONS:

- **Required knowledge, skills and abilities for this position would normally be gained through the equivalent of a Bachelor's Degree in Social Work, Business and/or Public Administration or a related field. Knowledge of the Housing Choice Voucher program is preferred.**
- Ability to assist in the development of following; policies and procedures for a HCV Mobility Counseling program, including modifications to the HCV Administrative Plan, identifying areas of opportunity, landlord outreach plan, participant screening criteria and counseling content, data system to track participants and program outcomes, additional funding streams for the HCV Mobility Counseling program by assisting with preparing grant proposals and/or making formal presentations to potential funders, maps identifying areas of opportunity and updating the data periodically.
- Skill in conducting landlord briefings and participate in regional events to encourage landlord participation and recruit new landlords and units into the HCV Housing Mobility Counseling program, identify and recommend properties to target in under-served opportunity areas throughout the St. Louis region, prepare and update communications to landlords and participants, coordinate unit referrals and leasing activities with internal customers, communicate with property owners and participants to help resolve landlord complaints, facilitate and conduct the rent increase process and regularly update internal tracking databases.
- Ability to use the internet to research and obtain information related to available rental housing, familiarity with the St. Louis region rental housing market, and work with tracking spreadsheets and databases.
- Ability to effectively communicate verbally and in writing with a diverse clientele, act as a representative to the public, excellent customer service, communication and organizational skills.
- Ability to perform the duties of the position with minimal direction and complete work tasks in a time-sensitive environment.
- Must have a valid driver's license.

ALL APPLICANTS MUST SUBMIT A RESUME TO THE HUMAN RESOURCES DIVISION,
3520 PAGE BLVD., ST. LOUIS, MO 63106

The resumes of candidates not selected for the above position (s) will remain on file for 90 days and may be considered for related positions.

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