

POSITION DESCRIPTION

Montana Homeownership Network
dba NeighborWorks Montana

JOB TITLE: Housing Network Assistant

JOB LOCATION: Missoula, MT

ACCOUNTABLE TO: Housing Network & Compliance Specialist

REVISION DATE: October 2019

POSITION STATUS: Regular Full time

POSITION TERMS: Permanent

FLSA STATUS: Non-Exempt

GRADE: 6

MINIMUM QUALIFICATIONS:

Two years of experience in professional position with like duties. High school diploma or equivalent required. Must be proficient in Microsoft Office and database management. Demonstrated experience in customer service or relations. Requires strong administrative skills with ability to manage multiple tasks and deadlines in fast-paced environment. Proven ability to work in a small team environment with minimal supervision. Must adhere to confidentiality policies and procedures. Must be able to communicate well in person, over the phone, and in writing. This position requires attention to detail and the ability to perform repetitive tasks. Occasional evening and weekends with minimal travel required; applicants must have a valid driver's license and vehicle insurance. Missoula office location preferred; other locations considered within Montana.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Partner Training and Support:

- Serve as initial point of contact for education and counseling services for NWMT partners and clients
- Facilitate training and registration process, and travel reimbursements, for partners and staff
- Arrange partner related events both in state and as part of national trainings
- Assist with partner counselor training, orientation and ongoing technical assistance
- Manage and track online education and coordinate counseling with network partners and clients

Program Administration and Compliance:

- Support program development for new and expanded programs and services
- Provide support in establishing relationships with tribal contacts and in planning events on reservation land
- Maintain and update mailing lists and tracking sheets for various education and counseling functions
- Support grant application, reporting and compliance for education and counseling programs
- Enter and track home purchase and client outcome data in appropriate databases
- Coordinate and take minutes for monthly partner calls and other meetings as requested
- Prepare for and participate in partner file and site reviews, and ongoing compliance
- Other duties as assigned

This job description describes the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

This document does not create an employment contract, implied or otherwise. NeighborWorks Montana retains the discretion to add duties or change the duties of this position at any time.

By signing below, I acknowledge that I have read and understand the requirements and performance criteria for this position.

Employee's Signature

Date

Supervisor's Signature

Date