



Housing Program Coordinator

Salary Range: \$50,000 to \$60,000
Plus: Competitive benefit package.

Full Job Description:

The Housing Program Coordinator is a full-time salary position with the Monacan Indian Nation. He/she will be instrumental in implementing, managing, and monitoring the Monacan Indian Nation's Housing and Urban Development (HUD) programs and other housing programs. The Housing Program Coordinator will report through to the Tribal Administrator and work with the Tribal Chief, Assistant Tribal Chief and Tribal Council to develop housing plans and complete projects. An ideal candidate will have a background in government-funded accounting and property management.

Duties include but are not limited to:

- Serve as point of contact for Tribal citizens, Chief and Council and Federal Agencies regarding HUD programs.
- Manage the intake, and documentation for HUD programs.
- Research and monitor potential funding sources for future projects.
- Attend meetings, conferences, trainings, and events as designated by the Tribal Administrator.
- Identify and present housing program options for Tribal citizens that fulfill their specific location, needs and any other requirements.
- Keep current of changes in NAHASDA regulations that may require policy or program changes.
- Work with the Tribal Administrator to submit Indian Housing Plan and Annual Performance Reports.
- Provide program presentations.
- Other duties and tasks as directed.

Knowledge, Skills, and Abilities:

- Exceptional interpersonal, organizational and communication skills
- Exceptional integrity and decision-making skills.
- Must maintain strict confidentiality of sensitive data, records, files, and conversations.

- Attend meetings, conferences, trainings, and events as designated by the Tribal Administrator.
- Proficiency with Microsoft Suite, including Word, Outlook, Excel, and PowerPoint.
- Ability to perform detailed work with a high degree of accuracy on multiple projects.
- Ability to quickly learn or previous knowledge of housing and construction project regulations and procedures and follow complex compliance guidelines.
- Ability to travel as required.
- Knowledge of planning, developing, and monitoring budgets.
- Ability to maintain complex financial records and prepare financial reports accurately.
- Knowledge of routine accounting principles.

Minimum Qualifications:

- Must live, or be willing to relocate to, within 50 miles of the Tribal Center in Madison Heights, Virginia.
- Bachelor's Degree or a minimum of 5 years previous work experience in related field and equivalent position.
- Criminal background check and drug screening required.

Physical Demands:

- Ability to sit at a desk for periods of several hours.
- Ability to engage in extensive periods of computer work.
- Ability to sit for meetings that may last for several hours.
- Ability to drive to multiple residential locations.
- Lift up to 50lbs if needed.

*Preference given to qualified **Native Americans** in accordance with the Indian Preference Act. Applicants claiming Indian Preference will be required to submit verification documentation certified by respective tribe of affiliation.

Job Type: Full-time

Salary: \$50,000.00 to \$60,000.00 /year

Experience:

- Relevant: 5 years (Preferred)

Education:

- Bachelor's (Preferred)

License:

- Driver's License (Required)

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