



Community First, Inc. HOUSING Program Coordinator

Community First HOUSING Program Coordinator Description:

Community First (CF), a nonprofit organization focused on revitalizing neighborhoods through various housing rehabilitation programs, is seeking a Housing Program Coordinator to provide direct services, and executive support to the Program Director and Executive Director as well as to learn about neighborhood based community development nonprofit program operations.

This position will provide direct support to the program(s) for any and all day to day operations. The position is full time with hours and days to be agreed upon between the selected candidate and the Program Director. This position reports directly to the Program Director.

In addition to providing direct support to the programs, the qualified candidate will learn about housing and community development grant program management; non-profit organizations and intergovernmental coordination.

This is an ideal opportunity for someone looking to grow with this fast-paced company that is poised to expand in the near future. The ideal candidate(s) will possess a desire to develop strong, stable communities while creating relationships that will continue to be one of the mainstays of Community First. Ideal candidates will have fresh new ideas and viewpoints that will contribute to the growth of the organization. The ideal candidate will have an entrepreneurial spirit.

This is a full-time position

Our Mission:

Our mission is to partner with our community to improve the quality of life for homeowners through substantial home repairs. CF staff serves as the liaison between the families, contractors and Cities of Milwaukee and Wauwatosa. Community First (CF) is a nonprofit organization that provides homeowners in targeted neighborhoods access to financial assistance to undertake substantial home repairs utilizing funding from the Federal Community Development Block Grant Program (CDBG).

Responsibilities:

- Procurement and contract/project management for multiple housing related programs
- Estimating & Scope writing
- Coordination and implementation of additional housing related programs/projects
- Completion of monthly reporting documents to funders
- Intake and filing
- General office/clerical
- Attend meetings as needed
- Other duties as assigned

Qualifications:

- Bachelor's degree and/or High School graduate with at least 1 year of residential construction/rehab experience.
- Strong analytical/problem solving skills
- An interest in Non-profit Management, Public Administration, Business Administration, Public Policy, and/or Housing and Community Development or related fields.
- Excellent oral, written, and communication/presentation skills.
- Self starter who can work independently.
- Ability to work well in a team setting with a diverse group of people.
- Proficiency in working with social media tools (e.g., Facebook, Twitter LinkedIn etc.) a plus
- Proficiency with Microsoft Office (Excel, Word, Power-point etc.) is a must
- City of Milwaukee residency required within 6 months of hire
- Driver's license and a reliable insured vehicle is a MUST throughout employment

Benefits include:

- Competitive Salary
- 100% Employer paid Health/Dental plan
- Opportunity to grow with one of Milwaukee's premier housing agencies.

How To Apply:

To apply, please email your resume, cover letter and salary requirements to: Lamont Davis, Ldavis@cfmke.org

You can get additional information regarding Community First, Inc. by calling Lamont Davis at 414-409-7195 or email at Rgarcia@cfmke.org.