

POSITION DESCRIPTION – EDUCATION & HOUSING SPECIALIST

Reports To: Executive Director
Supervises: None
Hours: Full Time, Permanent
Classification: Non-Exempt
Starting Salary: \$45,000 - \$60,000 DOE
Location: Pine Ridge, SD

POSITION SUMMARY

The Education & Housing Specialist plays a principal role in coordinating and implementing the organization's development services, conducting participant recruitment, database and records management, and other aspects of the organization's work. The Education & Housing Specialist will provide technical assistance services to the organization's customers and work closely with the Loan Department. Qualified candidates will possess a diverse skill set that includes public speaking, outreach, event planning and administrative skills.

DUTIES AND RESPONSIBILITIES:

1. Provides information to the organization's customers and the general public regarding loan products and programs.
2. Conducts outreach activities to recruit customers for the organization.
3. Creates and prepares materials and curriculum for core training classes.
4. Provides technical assistance and training services to support home and credit builder customers. Assist customers with personal financial management and credit repair as needed.
5. Provides timely record keeping of all pertinent information on customers and technical assistance activities of the corporation, especially records relating to grant reporting requirements set forth by a variety of grantors and donors at the local, regional, state, and federal level.
6. Assists the Loan Department with loan application processing, escrow, and loan documentation.
7. Maintains organized customer files and enters information into the database.
8. Follows organization policies, maintains confidentiality of customer information, and prepares reports as instructed by the Executive Director.
9. Attends Board and Loan Committee meetings when requested.
10. Must be a self-starter, have excellent communication skills and teamwork. Performs other tasks and duties as assigned by the Executive Director. Some weekends and evenings are required.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

1. Experience with lending and housing programs is preferred, but not required.
2. Strong written and verbal communication skills.
3. Public speaking experience is preferred, but not required.
4. Ability to establish and maintain effective working relationships with tribal, federal, state, regional, and local agencies/organizations, community leaders, and the general public.
5. Familiarity with computers and willingness to learn new software.
6. Some travel is required to conduct program activities in communities throughout the Pine Ridge Indian Reservation. Travel off the Reservation is limited and is mainly related to staff development or program-related meetings.
7. High ethical and professional standards and careful attention to detail.

To apply, please email your resume, references, and letter of interest to csteele@mazaskacdfi.org or drop them off at our Pine Ridge office. This position is open until filled.