

POLISH COMMUNITY CENTER OF BUFFALO, Inc.
dba Lt. Col. MATT URBAN HUMAN SERVICES CENTER OF WNY

JOB POSTING

JOB TITLE:	Housing Specialist
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Department/Location:	Housing & Community Development / 1081 Broadway, Buffalo, NY
Job Type:	Full Time, \$15/hr
Education Requirements:	Bachelor's degree and 1 years related experience
Application Instructions:	Please email cover letter and resume to mshermer@urbanctr.org with "Housing Specialist Candidate" as the subject line

Job Description: As an essential member of the Housing & Community Development team, this position assists with general operations and programming throughout the department. This professional staff shall perform activities that support development projects, intake and project marketing and activities that facilitate access to and determination of client eligibility to programs and services. With up-to-date knowledge of community resources and a critical position within the department, the Specialist performs telephone, on-site and in person screening to determine potential program eligibility as well as client tracking and reporting.

Qualifications, Preferred Knowledge, Abilities and Skills:

- Demonstrated interest in affordable housing and community development
- Working knowledge of current fair housing laws and federal housing subsidies
- Administrative, grant application preparation and general writing and communication skills required
- Microsoft Office Suite, Adobe Pro
- Valid driver's license and ability to use personal vehicle to travel within the service area is required

Essential Duties and Responsibilities:

- Triage clients to determine client needs and screen for potential eligibility to housing related services
- Marketing of various housing programs and services
- Income qualify, prepare and maintain client applications for various rehab programs and grants
- Writing press releases, contacting media and area residents, preparing and delivering fliers, maintain mailing lists and marketing through online portals
- Attend and present at community and block club meetings to provide relevant service updates
- Provide efficient and friendly services to facilitate the housing services eligibility, application and review process
- Work with tenants, homeowners, government officials, community partners, banks, Erie County Health Department, foundations, residents, inspectors, property managers, landlords, community groups to further agency and department mission
- Coordinate community events as required by contracts and as benefit the department and community
- Maintain familiarity with various funding sources for housing/community activities and fair housing law
- Assist with the development and implementation of programs designed to stabilize, preserve and enhance quality of life in the Broadway-Fillmore neighborhood
- Rent collection for housing units and apartments and project tracking with tenants
- Assist with funder reporting, grant writing and other duties as assigned

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.