

## Family Services Coordinator Job Description

**Reports To:**

Executive Director

**Position Type:**

Part-Time, 3 month contract

**Job Summary:**

The position is responsible for supporting the Executive Director to coordinate the family services program for Habitat for Humanity Northumberland. The position will be responsible for coordinating and supporting families through the application and partnership process for both the homeownership and ReNew It programs. This will also include supporting the Family Service Committee.

**Primary Responsibilities:**

- Oversee the family application process including the preparation and processing of homeownership and ReNew It applications;
- Organize and facilitate information sessions for families interested in the homeownership and ReNew It program;
- Promote and publicize HFHN's homeownership and ReNew It programs;
- Support the family selection committee by providing information on applications, attending meetings and collecting additional necessary data ;
- Oversee the sweat equity component of the homeownership and ReNew It programs ensuring families understand their requirements, complete the paperwork and finish their hours in time;
- Support the Executive Director in communicating with Habitat future homeowners, homeowners , and ReNew It families over the year, including preparing and sending out the annual mortgage statements and performing the annual income update;
- Support the Executive Director in tracking family mortgage and ReNew It payments on a monthly basis;
- Other, as required; and
- Work week will require flexibility of schedule as some activities occur in the evening or on weekends.

**Qualifications:**

- Experience working in the social service field
- Strong people skills
- Administrative experience and skills
- Computer Skills
- Excellent communication and networking skills, with proven results

- Ability to think strategically, multi-task and meet deadlines
- Ability to work independently and as part of a team
- Access to a vehicle
- Ability to work flexible hours – some nights and weekends
- Commitment to the mission of Habitat for Humanity Northumberland and representing that mission within the community