

## **SPECIAL PROJECTS COORDINATOR**

The Rock Island Housing Authority/Community Housing Services seeks a **Special Projects Coordinator**. The position is highly administrative in nature; the ideal candidate will have a strong legal background and will be assisting with special projects, report writing, and compliance. Duties include but are not limited to:

### **SPECIAL PROJECTS & COMPLIANCE:**

- Researching and analyzing project needs, taking appropriate action, and ensuring that projects are completed as required
- Monitoring compliance with project and/or program requirements and submitting applicable reports to management and funding sources
- Preparing status and progress reports
- Maintaining master library of documents, policies, procedures, federal and state regulations, and other materials that pertain to the projects and/or programs supported by the Organization
- Conducting quality control checks on Organization files, reports, and documents to ensure compliance with applicable federal and/or state regulations
- Maintaining the Organization's calendar and tracking required reports for projects and/or programs, including: notifying managers when reports are due, notifying Executive Director if reports are not complete, and retaining previous reports for record-keeping purposes

### **ADMINISTRATIVE/CLERICAL:**

- Serving as the primary contact for the Executive Director, including screening and forwarding incoming calls; providing support to the Director of Operations as needed
- Creating, maintaining, and organizing files; ensuring cleanliness and organization of the office
- Planning, coordinating, and implementing special events and functions, as directed
- Assisting with grant writing in order to obtain grant funding to sustain projects and/or programs supported by the Organization
- Acting as conduit between the Organization and Organization Board members; providing information and materials needed for Board meetings
- Promoting goodwill and displaying a positive and professional representation of the Organization by providing excellent customer service when interacting with others

### **What you'll need:**

- Strong attention to detail, organizational, analytical, and problem-solving skills
- Prioritization and time management skills; ability to manage multiple projects simultaneously
- Proactive and positive attitude and commitment to customer service

- Excellent written and verbal communication skills
- Grant writing experience a plus
- Accurate data entry skills
- Proficiency in MS Office Suite including, Word, Excel, Outlook, and PowerPoint
- Ability to work effectively with people of diverse social, economic, and ethnic backgrounds
- Knowledge of the local, state and federal laws governing public, Section 8 and other subsidized housing programs including health and fire regulations, landlord/resident relationships, leasing of property and evictions preferred
- Valid Driver's License and personal motor vehicle liability insurance; ability to meet the Organization's insurability requirements
- Ability to travel within town and out-of-town on occasion
- Ability to work flexible hours, including occasional evenings and weekends, as needed
- Ability to meet the eligibility requirements for coverage under the Organization's fidelity bond
- Legal background **strongly preferred**
- Bachelor's Degree in Business Administration, Public Administration or related field and/or **2 years** of experience in public or assisted housing, or public administration work; or equivalent combination of education and experience

If you have the qualities we're looking for, send your resume and salary requirements to:  
[RIHResume@gmail.com](mailto:RIHResume@gmail.com).

**NO PHONE CALLS, PLEASE.**

The Rock Island Housing Authority/Community Housing Services conducts thorough pre-employment screening, background checks, and pre-employment drug screening.

**EQUAL OPPORTUNITY EMPLOYER.**