



JOB ANNOUNCEMENT

Title: Landlord Outreach Specialist

Starting Pay: \$15-16 per hour, depending on experience; 25 hours/week, part-time; Temporary, No Benefits. This position is dependent on annual funding, so it is currently slated to end June 30, 2020. If the work is successful and funding can be secured, the position will extend beyond that date.

JOB SUMMARY:

The Landlord Outreach Specialist engages community landlords and property owners as effective partners to preserve and expand the quality and quantity of available affordable permanent housing options for people facing homelessness.

DUTIES AND RESPONSIBILITIES:

In coordination with the Mountainland Continuum of Care stakeholders and reporting to the Executive Director:

- Perform landlord outreach efforts including: meeting with various interested parties to discuss the advantages of participating in housing of individuals, youth and families experiencing homelessness; on-site visits at apartment complexes or property owner offices; provide public and private presentations, and attending meetings where interested parties may be present.
- Coordinate landlord outreach efforts with local partners to include apartment associations, Board of Realtors, tenant council's and other community partners with an emphasis on recruiting additional property owners willing to lease their properties to participants of the Mountainland Continuum of Care, participating provider programs and other rental assistance programs.
- Develop and maintain a network of professional contacts in the property management and real estate industry.
- Maintain an in-depth knowledge of Housing Choice Voucher, Project Based Voucher and other federal, state or local special population program rules and procedures.
- Work closely with other agencies providing rapid rehousing, permanent supportive housing, and other housing to assist in locating appropriate housing, especially for those individuals who have multiple barriers to obtaining permanent housing.
- Maintain landlord database including tracking contacts, updating owner/management changes; adding new property owners, investors, managers, and completing owner address changes.
- Attends and/or presents at local, state, and national conferences, workshops, seminars.



This job description is not intended to be all-inclusive and employee will also perform other reasonably related duties as assigned by supervisory personnel.

QUALIFICATIONS:

- Knowledge of “Housing First” and “Rapid Re Housing” principles and strategies, or ability to learn
- Knowledge of applicable local, state, and federal housing laws, including Fair Housing, Landlord/Tenant, and related skillset, or ability to learn.
- Post-secondary educational experience
- Excellent interpersonal skills, including the ability to build solid relationships and support among stakeholders, listen and provide assistance.
- Ability to work effectively with a broad range of people and positions, including social service nonprofit agencies, independent retailers, corporate executives, real estate agents, landlords and private property owners, etc.
- Experience in one or more of: retail, sales, marketing, public relations, design, related disciplines.
- Coalition-building skills, including the ability to motivate, negotiate, and persuade stakeholders into a course of action.
- Excellent verbal and written communication skills including comfort with public speaking.
- Excellent organization and time management skills and complete basic data analysis.
- Knowledge of community resources and willingness to study methods used in other jurisdictions for best practices.
- Ability to work both independently and within a core team.
- Ability to exercise discretion and sound judgment while handling confidential information.
- Computer proficiency in Microsoft. Proficiency with database development/maintenance

HOW TO APPLY:

The application forms can be downloaded from our website: www.communityactionuc.org

Please send the complete Employment Application, General Questionnaire and Reference Release with your resume and cover letter by mail to - Community Action Services and Food Bank, 815 S. Freedom Blvd, Suite 100 Provo, UT 84601 or by email in PDF format to alarson@communityactionuc.org You may also drop it off at the front desk during business hours. Open until filled.

Community Action Services and Food Bank is an Equal Opportunity Employer. Those with National Service experience are encouraged to apply.



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