



**JOB TITLE: Programs Coordinator**  
**REPORTS TO: Programs Manager**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to provide administrative support to the direct delivery of Habitat LA's homeownership, home preservation, homebuyer counseling, and homebuyer education programs. This includes organizing and coordinating the community outreach, application processing, homeowner case management, and homebuyer counseling efforts of Programs Managers. Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

**SUMMARY OF ESSENTIAL FUNCTIONS**

- Provide first response to in-person, phone and email inquiries in a positive manner
- Send program info and correspondence to interested individuals and applicants
- Add individuals directly to program interest lists or assist with completion of interest forms
- Ensure website information and voicemail recordings are accurate and up to date
- Assist in processing program applications to qualify eligible households
- Review partner clientele applications against program criteria
- Input homeowner/homebuyer applicants in HomeKeeper
- Assist Program Managers in coordinating/organizing Family Investment Program and Pathways workshops
- Assist in the implementation of program services that meet the need of low income and underserved homeowners
- Assist in implementation of outreach and marketing strategies to identify qualified program participants.
- Host outreach and resource tables in target communities
- Coordinate information sessions to recruit prospective applicants
- Attend/Participate in affiliate, department and team meetings
- Maintain accurate records with respect to time sheets and travel and supply expenses
- Order and maintain office supplies for Programs Director and Managers

**SUMMARY OF JOB QUALIFICATIONS**

- BA/BS degree in liberal arts, social work, human services, public policy, nonprofit management or related field, or equivalent work experience
- Proficient in Microsoft Office 365, HomeKeeper

This is full-time position. Work schedule is Monday - Friday, 9 AM - 6PM with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

**BENEFITS AND COMPENSATION:**



Building a Greater Los Angeles

We offer a full benefits package: medical, dental, and vision coverage; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores.

**Compensation:** DOE

**TO APPLY (NO CALLS OR WALK-INS PLEASE):**

If you'd like to join our team, please send a cover letter, resume and salary requirements to:

**EMAIL:** HR@habitatla.org (Preferred)

**MAIL:** 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



Visit us at: [www.habitatla.org](http://www.habitatla.org) Employment is contingent upon completion of a satisfactory background check and drug screen *\*Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status and will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*