

Job Description

Job Title: Housing Outreach Coordinator

Responsible to: Housing Director

Salary range: \$30,000 - \$32,000 FTE

Location: Hollister Area

Travel Requirements: Heavy in local area. Occasional out-of-town travel required.

General Description

A person in this position is responsible for assisting individuals and families in reaching their housing potential/goals.

Specific Duties

1. Talk with tenants and owners in the area about their housing needs and rights. Assist owners and tenants in addressing their needs.
2. Educate and enlighten tenants and owners on how to take better care of their housing units.
3. Coordinate other resources to clients.

Qualifications

Must have at least a high school diploma or equivalent and one year of related experience. Must be proficient in computer operations and have excellent oral and written communication skills. Must have a valid NC driver's license.

Application Procedure

Resumes may be dropped off at the Chief W. R. Richardson Tribal Government Complex or mailed to:

Haliwa-Saponi Indian Tribe
Attention: Gary Lynch
P. O. Box 99
Hollister, NC 27844

Applications may be picked up and returned to the Chief W. R. Richardson Tribal Government Complex.

Deadline: May 12, 2023, at 5:00 pm.