

POSITION DESCRIPTION
LEASING COORDINATOR, MOBILITY PROGRAM
October 2024

The Fair Housing Center for Rights & Research (The Fair Housing Center) is currently accepting applications for a second full-time (35 hours/week) Leasing Coordinator for its [HUD-funded Community Choice Demonstration](#) program. Our program's website is online at cuyahogamobility.org. The Fair Housing Center is a not-for-profit fair housing organization whose mission is to protect and expand fair housing rights, eliminate housing discrimination, and promote integrated communities. The position, based in Cleveland, Ohio requires frequent travel throughout Cuyahoga County.

Position Summary

The Leasing Coordinator is responsible for searching for units for program clients, developing relationships with property owners, and assisting each party involved in ensuring a fast and smooth lease-up process in connection with the agency's housing mobility program called the Community Choice Demonstration. The Fair Housing Center operates this program locally in partnership with the Cuyahoga Metropolitan Housing Authority (CMHA).

The Leasing Coordinator provides coordination services between CMHA, property owners, and Housing Choice Voucher Program participants (clients) enrolled in the program. The Leasing Coordinator also assists clients in engaging with property owners by facilitating workshops, setting up unit tours, and working closely with other program staff. The role entails significant interpersonal skills.

Required Qualifications

Required knowledge, skills, and abilities for this position are normally developed through a Bachelor's Degree in Business, Communications, Social Services, or a similar field, or 5 or more years of previous work experience in a similar field. Experience working with the Housing Choice Voucher Program or in property management is preferred.

Essential Functions

- Develop and manage a database of available affordable units where property owners accept vouchers.
- Perform daily outreach to property owners and managers with available units and encourage them to work with the program.
- Provide unit referrals to clients in the program that meet their unit and neighborhood needs.
- Assist clients in contacting property owners, setting up tours, and attending unit tours with clients.
- Host group workshops for clients to learn how to search for units on the private rental market.
- Facilitate fast lease-ups by assisting with filling out and submitting necessary paperwork, performing rent reasonableness checks, and conducting unit inspections.
- Check in with property owners after they have leased up with clients to ensure they have no issues with the PHA or the tenant.
- Work with other program staff to communicate with property owners and participants to assist in resolving any issues identified as clients transition into their new homes.
- Maintain property owner and client data using case management software programs.
- Participate in interviews by the research partner and other research related activities as requested.

Required Knowledge, Skills, and Abilities

Knowledge of:

- The Cuyahoga County rental housing market
- The role systemic racism plays in shaping communities
- Local, state, and/or federal safety net programs

Skills in:

- Describing the benefits of social safety net programs to general populations
- Advocating on behalf of clients
- Microsoft Office software including Excel, Word, PowerPoint, and Outlook

Ability to:

- Communicate effectively both verbally and in writing to a diverse clientele
- Develop rapport with property owners and clients
- Use the internet to research and obtain information related to available rental housing
- Navigate case management software packages
- Perform duties of the position with minimal direction and complete tasks in a time-sensitive environment
- Maintain a valid driver's license and auto insurance

Education: Bachelors' degree or equivalent work experience

Salary: Full-time (35 hours a week), salary (\$44,000-\$49,000, depending on experience) with benefits (employer-paid medical, dental, vision, life insurance, 401(k) with employer match, paid holidays, vacation and personal days)

Application Deadline: Applications accepted on a rolling basis until filled. For best consideration, please apply promptly. Our goal is to fill this position by January 2025.

Please send cover letter, resume, and list of three professional references by email to:

Michael Lepley, Mobility Program Director

mlepley@cuyahogamobility.org

Failure to submit all requested materials may result in application being rejected.

No phone calls, please.

The Fair Housing Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, familial status, national origin, age, disability, ancestry, military status or genetic information. In addition to federal law requirements, The Fair Housing Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Fair Housing Center values diversity and inclusion in the workplace because it enhances the work we do, reflects the communities we serve, and embodies the values we further and defend. Candidates of all backgrounds are welcome.