



Job Title: Housing Development Coordinator

Reports To: Housing Development Manager

Employment Type: Full-time Contractor through AmeriCorps VISTA

Eligible for Housing Stipend: Yes

Eligible for Americorps Benefits: Yes

Location: Boise, Idaho, USA

Requirements:

1. Submit cover letter and resume to Tracy@LeapCharities.org.
2. Apply online [here](#).

LEAP Housing Solutions is a Boise-based 501c3 non-profit that is dedicated to developing and preserving affordable housing in the Treasure Valley. Our vision is to see communities transformed by hope, connection, and stable housing. To make the vision a reality, LEAP seeks professionals from all sectors.

Just a few years ago LEAP was the new kid on the block developing temporary housing. Eventually LEAP started to develop duplexes and four-plexes. Now LEAP is developing small sub-divisions and is on its way to develop a 100+ unit apartment complex with several other potential developments in queue.

To keep up with this momentum, LEAP is seeking a detail-oriented, well-organized Housing Development Coordinator. Housing experience is a plus, but it's not mandatory by any means.

The Housing Development Coordinator will play a key role in helping LEAP to achieve its five-year plan: *building or preserving 1000 homes by 2026*.

This is an Americorps VISTA position. The position is ideal for a professional with a desire to both boost his/her resume with professional experience AND make a difference. LEAP has a long-standing relationship with the Americorps VISTA program. In fact, some VISTAs have gone on to be hired by LEAP!

The professional experience offered by the Americorps' partnership with LEAP is exceptional. Previous VISTAs have raised \$100ks in grants, organized community events, mobilized volunteers and built programs from the ground up.

Essential Duties

Coordination

- Build administrative support for the housing team across each discipline including three developers, one application writer, one construction project manager, one applied aesthetics designer and one asset manager.
- Build project management functionality for housing team by helping teammates understand how to use project management software and make updates to projects.
- Build capacity for the organization by creating lines of communications between departments

Knowledge Management

- Identify a document storage system and/or policy for the housing team
- Identify a file naming system and/or policy for the housing team
- Ensure Google Drive folders and files are stored according to the above policies
- Record notes at meetings and distributes to appropriate teammates

Preferred Skills and Experience:

- Organized
- Able to meet in person or remotely
- Can create organization out of chaos

- Able to build systems and processes
- Has an eye for document design and storage
- Strong understanding of Microsoft Office/Google Doc programs
- Proficient writer and verbal communicator
- Familiarity with project management skills