

WISCAP - JOB OPPORTUNITY

Wisconsin's Poverty Fighting Network



OVERVIEW

Title:	Housing Specialist
Date:	December 2021
Responsible to:	Program Manager - Housing Policy & Programs
Classification:	Regular Full Time Exempt

ABOUT WISCAP

WISCAP is a member association serving the statewide network of sixteen Community Action Agencies (CAA) and two special purpose agencies, Foundation for Rural Housing and UMOS.

WISCAP serves as a policy review and advocacy forum, a public information network, a training facilitator, an information clearinghouse, and an administrative agency. WISCAP was formed to strengthen and serve community action in Wisconsin and to advocate for low-income households from a statewide perspective.

"WISCAP and its members are committed to creating economic opportunity and supporting community-based solutions to poverty in Wisconsin."

ABOUT THE JOB

Under the direction of the WISCAP Program Manager-Housing Policy and Programs, the Housing Specialist provides direct support to the mission of WISCAP and its member Community Action Agencies (CAAs) by supporting housing program operations. This position will provide program support to all housing programs under WISCAP including but not limited to rental assistance programs, homeowner assistance programs and Take Root Wisconsin. The incumbent may also work across other programs as directed by the Program Manager and WISCAP Executive Director.

APPLY NOW:

Send a cover letter, resumé and writing sample to wiscap@wiscap.org. Please put Housing Specialist Application in the subject line. Deadline is January 19, 2022 by Close of Business.



Job Title: Housing Specialist
Deadline: January 19, 2022 by Close of Business
Email: wiscap@wiscap.org

Major Duties and Responsibilities:

The below list is intended to be key examples of the duties and responsibilities of this position. It is not to be taken as defining all possible duties.

- Rental Assistance Programs. Assist in the coordination of these programs with State agencies, other funding sources, WISCAP member Community Action Agencies and other partners; answer questions related to programs from staff at partner agencies and clients; provide referral information; assist with monitoring of subcontractors
- Homeowners Assistance Programs. Assist in the coordination of these programs with State agencies, other funding sources, WISCAP member Community Action Agencies and other partners; answer questions related to programs from staff at partner agencies and clients; provide referral information; work with call center staff to coordinate information intake and agency referrals along with answering staff questions related to Wisconsin Help for Homeowners and other housing programs; assist with monitoring of subcontractors when needed.
- Take Root Wisconsin. Provide support to the Program Manager-Take Root Wisconsin
- Housing Advocacy. Serve as liaison to and help organize affordable housing advocacy coalitions.
- Other Duties and Responsibilities. This position may also assist with other activities across housing programs or other WISCAP programs as assigned by the Program Manager and Executive Director

Knowledge, Skills and Abilities Required:

- Degree in liberal arts, planning, finance, banking, real estate, or related field. Minimum of two years' work experience in related field
- Non-profit or grant funded program experience a plus
- Ability to maintain a high degree of confidentiality
- An understanding of poverty and the needs of low-income people together with an appreciation for the opportunities provided by Community Action to help people leave poverty
- Ability to work effectively with persons at all levels of the organization (co-workers, member agency executive and staff, state government, vendors, partners, etc.)
- General knowledge of low-income assistance programs especially those related to housing
- Experience working or volunteering at a non-profit organization
- Conscientious, reliable, detail-minded, and a self-starter
- Excellent written and oral communication, organizational and interpersonal skills
- Knowledge and experience working with Microsoft Office