

Organization: Horizon Housing Foundation

Position: Social Service Coordinator – Missouri and Midwest Region

Horizon Housing Foundation is seeking a full-time Social Service Coordinator to lead our efforts to bring social services and programs to residents of Horizon-affiliated affordable housing properties across the state of Missouri and in neighboring states.

The ideal candidate will have the organizational and communication skills needed to coordinate a wide variety of services and programs across a large portfolio of affordable housing properties. They will bring a proactive and problem-solver approach to ensure maximum benefit for the residents within their portfolio.

About Horizon Housing Foundation

Horizon Housing Foundation has been coordinating service enrichment to low-income housing tax credit properties since its creation in 2000. In 2019, Horizon coordinated services at over 80 properties. These services promote economic self-sufficiency, education, and health. Horizon recognizes that residents and needs at each property are different, and so tailors services to the individual needs of each property in order to make a more meaningful impact for the residents we serve. Horizon provides services to families, seniors and veterans in both rural and urban areas across multiple states.

Job Responsibilities

This position is based in St. Louis, Missouri, and works with properties across the state and region. Work is primarily done from the St. Louis office, with occasional travel required (post-COVID) to conduct site visits and meet with partners. This position reports to the Director of Social Services.

The core responsibilities for this position include:

- Coordinating services and programs at affordable housing properties
- Managing relationships and building capacity at Horizon-affiliated properties
- Developing local and regional partnerships

Day-to-day tasks include:

- Building and maintaining relationships with onsite property staff across the portfolio
- Assisting onsite property staff with assessing needs, completing funding applications, implementing services, communicating with residents, and related tasks
- Connecting properties to resources and partners that can meet residents' needs
- Managing payments and outgoing funds
- Monitoring implementation of programs and services, including reporting requirements
- Quantifying and tracking services provided
- Working with Director of Social Services and other Social Service Coordinators to improve services and expand reach

Qualifications

We are seeking candidates who are highly **organized**, possess strong **communication skills**, and can thrive as part of a small, close-knit **team**. Candidates must have:

- A Bachelor's degree or equivalent experience
- A track record of managing multiple partnerships and projects simultaneously
- Strong written and verbal communication skills
- An ability to complete tasks with little supervision
- A working knowledge of basic computer skills and tools (Microsoft Office suite, Google suite, online meeting tools, etc.)
- A commitment to furthering the aims of equity and inclusion in our work

An ideal candidate will also bring:

- A background in social work or the nonprofit sector
- A proactive approach to finding solutions and addressing needs
- A self-starter attitude
- Experience working with a diverse clientele
- An ability to pay attention to detail and manage multiple projects at one time
- An ability to create and sustain positive working relationships at all levels of the organization; internal and external

COVID-19 Considerations

- In response to the COVID-19 pandemic, Horizon has temporarily shifted to a fully remote work arrangement, with no staff travel. Because of this change, **candidates must have reliable access to high-speed internet** over which they can work remotely.
- This position may require some training in-person and on-site in the office. Employees will follow all CDC guidelines including mandatory masking, maintaining proper distance at all times, and daily temperature screening.
- Once COVID restrictions are lifted, it is expected that employees will return to the office full-time for the duration of their employment.

Compensation

This position has an expected salary range of \$40,000 to \$45,000 per year, and includes a generous benefits package.

Benefits include:

- Health and dental insurance
- Paid vacation, sick leave, and holidays
- Paid parental leave
- Retirement match

How to apply

Please send a cover letter and resume to careers@horizonhf.org. We will accept applications through December 15th, 2020.