

VERMONT HOUSING AND CONSERVATION BOARD
Job Description

POSITION: VHCB Program Coordinator
REPORTS TO: General Counsel
CLASSIFICATION: Regular, Exempt, Full-time (40 hours per week)

Description: The VHCB Program Coordinator completes administrative and technical duties supporting VHCB Housing and Conservation programs. VHCB administers a variety of state and federally-funded housing and conservation programs, and supports a network of non-profit development partners throughout Vermont. Duties include data management (tracking, updating, and reporting project information), compliance monitoring, document management within a digital system (collection & electronic filing), and other tasks as required, mainly within a digital environment. This position will be supervised by VCHB's General Counsel, and will work closely with the Deputy Housing Director, The Conservation Analyst, and the Grants Manager to help manage the workflow of the Board's project awards as they proceed from the application stage to the time the project is placed in service.

Responsibilities Include:

- Support VCHB project staff in the systems for getting projects closed and placed in service.
Tasks include:
 - Assembling and organizing closing materials for staff review
 - Assemble closing conditions, grantee responses and document links for staff review
 - Communicating with grantees regarding missing materials
 - Entering materials into electronic document management system
 - Reviewing data entry for accuracy and completeness, update with closing information, budget, project description

- Facilitate the project check request process by:
 - Assembling and organizing check request materials for staff review
 - Communicating with grantees regarding missing materials
 - Entering materials into document storage system
 - Reviewing data entry for accuracy and completeness

- Help ensure the data integrity of housing and conservation projects by participating in regular reviews and updates of data

- Other Duties, as time permits
 - Support electronic mailings to the Board and Committees
 - Assist with generating reports from project database.
 - Help in identifying possible improvements to the processes in place for tracking and monitoring project awards.
 - Support the conversion of stored spreadsheet information to the VHCB database

Qualifications:

- Experience working within digital project management environment
- Experience conducting administrative activities in an office setting
- Proficiency with Microsoft Office software and PDF software
- Strong written and verbal communication skills
- Familiarity with database and document management systems
- Experience understanding legal documents
- Strong attention to detail; concern for accuracy
- Ability to manage multiple tasks within a busy environment
- Demonstration of a curious nature, and a commitment to the VHCB mission.
- Experience with affordable housing and/or conservation programs a plus
- Desire/ability to work within teams to improve efficiency of technology system

Salary Range: \$46,000 to \$50,000. Comprehensive benefit package included.