



Trumbull Neighborhood Partnership (TNP) is a community development organization located in Warren, Ohio that seeks to engage and empower residents and stakeholders in efforts to revitalize neighborhoods of Warren and its surrounding communities through initiatives that address and improve the quality of life.

### **Job Description: Housing Coordinator**

**Reports to:** Reporting to and works under the direction of the TNP Executive Director and Deputy Director

### **Job Overview**

The Housing Coordinator is responsible for the implementation of housing programs including renovation, new construction, home repair, deed-in-escrow sales, and homebuyer programming.

### **Job Duties**

- Manage housing programs for renovation, repair and new construction grant programs
  - Manage intake, assessment, and sale of buyer renovated residential houses
  - Oversee residential in-house work plans performed by renovation contractors and ensuring compliance with funder requirements
  - Coordinate property inspections with internal and third party firms for renovation and repair properties
  - Oversee residential new construction projects
- Manage timelines and budgets for all housing programs
- Maintain housing files and records storage as required.
- TNP programming support and other duties as assigned by Executive Director and Deputy Director

### **Required**

- Bachelor's degree or related experience
- Previous experience in housing development, real estate development, or planning
- Minimum five years experience in program or project management
- Strong computer skills



- Strong oral and written skills
- Strong writing ability and general understanding of nonprofit sector
- Ability to effectively communicate the organization's mission and vision
- Reliable transportation and ability to do field work

### **Preferred**

- Previous experience in housing programs or related experience
- Previous experience in community engagement
- Strong familiarity with Warren and Trumbull County neighborhoods

### **Personal Qualifications**

- Self-motivating and self-starting
- Attention to detail and well-organized
- Commitment to TNP organizational mission
- Ability to project a positive self image
- Ability to be flexible with time based upon professional requirements
- High level of professional ethics

Send resume and detailed cover letter with salary requirements to:

Trumbull Neighborhood Partnership  
736 Mahoning Ave  
Warren OH  
44483