



Bilingual Emergency Assistance Coordinator

Position Overview

Community Partners for Affordable Housing (CPAH) is a nonprofit organization that develops affordable housing and provides services that empower individuals and families to secure and retain quality housing. The Emergency Assistance Coordinator is a full-time position responsible for administering CPAH's emergency rent, utility, and mortgage assistance programs.

Essential Characteristics

- A minimum of 1 year of relevant experience
- Must be self-directed, detail-oriented, organized, and accurate
- Strong computer skills including proficiency with Microsoft Office products
- Ability to perform basic mathematical calculations quickly and accurately
- Excellent oral and written communication skills
- Strong customer service skills
- Must possess a passion for CPAH's mission
- Bilingual (English/Spanish)

Duties

- Administer CPAH's emergency rent, utility, and mortgage assistance programs including handling calls from potential applicants, processing applications, communicating with applicants, calculating annual household income, determining eligibility, entering data into a computerized client management system, processing payments, and program reporting.

Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 5:00pm. Flexibility for alternative schedule and/or partial remote work. Competitive salary with excellent benefits. Starting salary range: \$40,000 - \$41,000.

To Apply

Send resume and cover letter to ranthony@cpahousing.org.

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation or gender identity.

