

Providence Community Housing
Vice-President of Home Owner Programs
Job Description

Function:

- The Vice-President of Home Owner Programs is responsible for the management of the housing rehabilitation and construction of single-family homes for individuals and families who are homeowners or wish to become one. The Vice-President of Home Owner Programs reports to the Chief Operating Officer.

Know/How:

- The position requires the ability to lead and motivate staff in assisting homeowners in rehabilitating existing homes and acquiring new homes.
- This position requires an in-depth knowledge of the case management, housing construction and rehabilitation, homeowner training and sources of funding available for homeowners from state, local and private sources.
- The position requires the ability to function independently and as part of a team, along with the ability to communicate effectively at all levels.

Minimum Qualifications:

- Bachelor's Degree
- Five years experience in case management and/or housing rehabilitation and the home purchasing process.
- Strong interpersonal and communication skills

Principal Activities:

- DEVELOPS AND MANAGES a program to rehabilitate and construct single-family housing.
- DEVELOPS AND MANAGES case management process with homeowners to assist them in making choices available through Louisiana's Road Home Program.
- COLLABORATES with local and national organizations to provide education and counseling to homeowners.
- MANAGES the relationships with funding sources, private and public agencies, community organizations involved in the construction, rehabilitation, sale and financing of housing in Louisiana.
- SUPERVISES, TRAINS and EVALUATES the staff of the Home Owner Program.
- MAINTAINS and ORGANIZES program data to identify and implement best practices to assist individuals and families in home ownership.
- COLLABORATES with other agencies and individuals engaged in community revitalization in the broader community.

Contact information:

All interested applicants should send their submission to Jim Kelly at:
jkelly@archdiocese-no.org.