



BRISTOL BAY

HOUSING AUTHORITY

Job Description: Housing Coordinator

Position Classification

Non-Exempt, Full-Time Regular

Position Location

Bristol Bay Housing Authority (BBHA) Offices Dillingham

Organizational Relationship

- Reports directly to the Housing Manager.

Position Overview

The Housing Coordinator is an entry- to mid-level position responsible for supporting the coordination, processing, and reporting of housing operations. This role focuses on application processing, tenant communication, data entry, and assisting with compliance and collections activities under supervision.

Key Responsibilities

- **Application Processing:**
 - Process client applications for all housing activities.
 - Maintain organized and accurate applicant files.
- **Client Engagement:**
 - Communicate with tenants regarding tenant responsibilities, inspections and other program requirements.
 - Assist in educating new homebuyers on homeownership responsibilities (insurance, taxes, etc.).
- **Compliance Support:**
 - Assist with annual reporting for Tax Credit, senior housing, and USDA Rural Development programs.



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- Maintain accurate records to support compliance activities.
- Support income recertifications and file maintenance.
- **Financial & Administrative Support**
 - Enter and maintain data in housing software (KANSO).
 - Process payments and assist with accounts receivable tracking.
 - Assist with monitoring tenant and homebuyer accounts.
 - Support PFD assignments and repayment agreements.
- **Collections Support**
 - Assist with delinquency tracking and documentation.
 - Support eviction and collections processes under supervision.
- **Training and Development**
 - Participate in required training.
 - Begin working toward relevant housing certifications.
- **Communication & Customer Service**
 - Provide customer service to Tribes and Tribal Members.
 - Coordinate front desk coverage as needed.
 - Collaborate with team members to improve operations.

Qualifications

- **Education:** High school diploma or GED.
- **Experience:**
 - One year's experience in housing development, community development, or related fields.
 - Experience working with Tribal communities preferred.
 - Experience with KANSO system a plus.



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- *Must be able to pass a criminal background check.*

Skills, Knowledge, and Abilities

- Experience with the Indian housing program and familiarity with housing regulations is preferred.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills to engage effectively with diverse stakeholders and community members.
- Ability to enter data into Excel tables and maintain confidentiality.
- Ability to read, understand, and apply State and Federal statutes and program regulations.
- **Personal Attributes:**
 - Deep commitment to understanding and addressing the unique housing needs of the Tribal community.
 - Comfortable working independently and as part of a team.
 - Strong problem-solving abilities and the capacity to work collaboratively.

Physical Requirements

- Required to sit, talk or hear (both in person and via telephone), and use hands repetitively to operate office equipment.
- May be required to lift up to ten pounds.
- Must be able to pass a pre-employment drug screening.

Working Conditions

- The role is mainly an office-based position with limited work in Tribal communities.
- Work is performed in an office environment with a quiet to moderate noise level.

Application Process



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Interested candidates should submit their resume and a cover letter detailing their qualifications and experience as related to the Housing Coordinator role.

This job description outlines the essential functions and expectations for the Housing Coordinator position, focusing on ensuring the Tribe's housing needs are effectively addressed while ensuring compliance and integrity to granting and housing agencies.

Indian Preference in Hiring under PL 93-639