



Regional Housing Authority JOB RECRUITMENT

The Tlingit-Haida Regional Housing Authority has a Regular, Full-Time position available:

JOB TITLE: **Programs Coordinator**
LOCATION: Juneau, Alaska
SALARY: Starting at \$60,135 per year DOE
Benefits included.
APPLICATION PERIOD: Open until filled

DUTIES AND RESPONSIBILITIES: This position administers Tribal Services programs as assigned, including but not limited to the Low-Income Home Energy Assistance Program (LIHEAP) and Low-Income Home Water Assistant Program (LIHWAP) block grants, Emergency Home Repair Program (EHRP), and Emergency Rental Assistance Program.

- Incumbent is directly responsible for preparing and submitting applications for the assigned Tribal Service programs with each applicable granting agency as well as any other complementary related partnering agency, program, and/or Tribe(s) determined both possible and appropriate; and
- Prepare, monitor, and submit timely reports for assigned Tribal Services program with funding agency. This includes preparing an overall and detailed budget for as well as annual schedules to outline necessary benchmarks for each program; and
- Process applications and maintain records sufficient to fulfill programmatic documentation requirements of assigned Tribal Service programs; and
- Develop outreach plans for assigned Tribal Service programs to ensure that both participants and providers are aware of program availability, policies and procedures; and
- Assist Director of Tribal Services & Outreach to identify measurable outcomes for each assigned program and report data on a regular basis. Provide training and guidance to other THRHA staff that are called upon to assist you, as needed in the delivery of program services.

MINIMUM QUALIFICATIONS:

- Must have 5 years progressive experience administering grant programs with a preference toward low-income assistance programs

REQUIRED KNOWLEDGE AND SKILLS:

- Must be able to coordinate with inter and external partners to complete task
- Effective public speaking and presentation skills.
- Must be able to monitor data entry for quality data-informed decisions.
- Must be knowledgeable with the NAHASDA and OMB regulations.
- Ability to perform complex data entry tasks.
- Must be able to communicate clearly and accurately with a variety of individuals.
- Must have a valid Alaska State driver's license
- Strong customer service skills.
- While performing the duties of this job, the employee is regularly required to: Talk or hear; Sit for extended period; Kneel; Couch; Reach; Push and pull; Lifting up to 30 pounds

SUBMIT APPLICATIONS TO: Email: jobs@thrha.org; Fax: (907) 780-6895
Mail: THRHA 5446 Jenkins Drive, Juneau, AK 99801;
www.thrha.org; for questions please call (907) 780-6868

THRHA is a drug-free workplace and selected applicants will be subject to drug testing.
Native Preference per 24 CFR 1000. COVID-19 vaccination is required to work with THRHA.