



POSITION: Leasing Coordinator
DEPARTMENT: Resource Center
PAY RATE: \$22.00 to \$26.00/hour – Non-exempt

Our Resource Center strengthens connections between families, friends, and the organizations that provide services and support. We help remove barriers and disparities that hinder families from maintaining self-sufficiency by offering a safe and supportive space to connect women and men to financial assistance and other resources for basic needs, transportation, legal services, housing, healthcare, financial services, and career, personal, and professional development.

MISSION IMPACT: YWCA Greater Pittsburgh employees work together to promote racial justice and reduce race and gender disparities. We deliberately address the challenges and celebrate the triumphs of living at the intersection of race and gender. As a member the YWCA Resource Center team, you will have the opportunity to support and advance our mission of eliminating racism and empowering women by providing housing coordination, financial assistance, and resources to support marginalized individuals and families, especially women and girls of color, while working to challenge structural barriers to equity.

JOB SUMMARY: This position is responsible for searching for units for program participants, developing relationships with property owners, and assisting each party involved in ensuring a fast and smooth lease-up process as a part of a new housing mobility program. The Leasing Coordinator holds the primary responsibility of providing coordination services between Public Housing Agencies (PHAs), property owners, and housing choice voucher users. The Leasing Coordinator also assists program participants in engaging with property owners by facilitating workshops, setting up unit tours, and working closely with other program staff. The role entails significant interpersonal skills.

MINIMUM QUALIFICATIONS: Bachelor’s Degree (BS) in Business, Communications, Social Services, or a similar field, OR five (5) or more years of previous work experience in a similar field. Experience working with the Housing Choice Voucher program or in property management is preferred.

**Interested individuals can submit a resume and cover letter to
 Linda Broman, Human Resources Director at lbroman@ywcaphg.org**

KNOWLEDGE & SKILLS:

Knowledge of:

- Local, state, and/or federal safety net programs.
- The Allegheny County rental housing market.
- The role systemic racism plays in shaping communities.

Skills in:

- Describing the benefits of social safety net programs to general populations.
- Advocating on behalf of clients.
- Microsoft Office software including Excel, Word, PowerPoint, and Outlook.

Ability to:

- Communicate effectively both verbally and in writing to a diverse clientele.
- Develop rapport with property owners and clients.
- Use the internet to research and obtain information related to available rental housing.
- Navigate case management software packages.
- Perform duties of the position with minimal direction and complete tasks in a time-sensitive environment.
- Maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS:

- Develop and manage a database of available affordable units where property owners accept vouchers.
- Perform daily outreach to property owners and managers with available units and encourage them to work with the program.
- Host and attend property owner events as a housing mobility program representative.
- Provide unit referrals to participants in the program that meet their unit and neighborhood needs.
- Assist participants in contacting property owners, setting up tours, and attending unit tours with participants.
- Host group workshops for clients to learn how to search for units on the private rental market.
- Facilitate fast lease-ups by assisting with filling out and submitting necessary paperwork, performing rent reasonableness checks, and conducting unit inspections.
- Check in with property owners after they have leased up with clients to ensure they have no issues with the PHA or the tenant.
- Work with other program staff to communicate with property owners and participants to assist in resolving any issues identified as clients transition into their new homes.
- Maintain property owner and client data using case management software programs.
- Participate in interviews by the research partner and other research related activities as requested.

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ABOUT YWCA GREATER PITTSBURGH:

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

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