



Example of Housing Coordinator Job Description

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Our company is growing rapidly and is hiring for a housing coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for housing coordinator

- Places and manages permit holds with Department of Buildings
- Educates developers, City staff, and the community on the City's affordability requirements
- Works with Department of Planning & Development (DPD) staff to manage project pipeline
- Keeps abreast of national and international inclusionary housing policies and best practices in order to ensure efficient and innovative implementation of Chicago's programs
- Acts as a liaison with City Departments, community organizations, governmental agencies, and developers for the purpose of providing expert technical assistance pertaining to affordability requirements
- Ensures that program remains in compliance with the Affordable Requirements Ordinance, and reviews and updates rules and regulations as needed
- Compiles and prepares narrative summaries and statistical reports of program activities
- Maintains ARO website
- Identify assessment best practices and assist in the development of community and activities that support the implementation of the Residential Curriculum
- Provide guidance and support to staff, residents, and resident groups in planning and developing programs to meet the diverse needs of the

Qualifications for housing coordinator

- A proven ability to think critically about a problem and present and implement solutions
- Experience working within Housing & Residence Life
- Experience utilizing StarRez or other Housing Management Software
- Master's degree or above in Urban Planning, Geography, Public Administration, Public Policy, Economics, Architecture, or any other Social Sciences
- Previous experience designing affordable housing policy
- Proficiency in GIS/Mapping Software