



COMMUNITY
PARTNERS for
**AFFORDABLE
HOUSING**

Bilingual Intake Coordinator

Position Overview

Community Partners for Affordable Housing (CPAH) is looking for compassionate people who want to make a difference and help ensure that everyone has a place to call home. CPAH is a nonprofit organization that develops affordable housing and provides services that empower individuals and families to secure and retain quality housing. The Bilingual Intake Coordinator is a full-time position responsible for serving as the main receptionist, assisting with office administration, and helping to review applications for home repair and down payment assistance programs.

Essential Characteristics

- A minimum of 2 years of relevant experience
- Must be self-directed, persistent, detail-oriented, punctual, organized, and accurate
- Strong computer skills including proficiency with Microsoft Office products
- Ability to perform basic mathematical calculations quickly and accurately
- Excellent oral and written communication skills
- Strong customer service skills including the ability to work with clients who are in stressful situations
- Must possess a passion for CPAH's mission
- Bilingual (English/Spanish)

Duties

- Warmly welcome clients and visitors (in person or via telephone) and help direct them to appropriate staff; serve as "Director of First Impressions"
- Assist callers and walk-in's with information about CPAH's programs and conduct pre-screening to determine eligibility for assistance
- Collect and review application materials and follow up with clients until a complete application package is submitted
- Manage client files and assist with data entry into various electronic client management systems
- Assist with monthly program reporting
- Assist with office administration including distributing mail, ordering supplies, and other administrative duties

Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 5:00pm. Up to 2 days per week may be worked remotely. Competitive salary of \$45,000 - \$50,000. Generous benefits include vacation, sick, health, dental, life, disability, and 401K match.

To Apply

Send resume and cover letter to ranthony@cpahousing.org.

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation or gender identity.

