



The mission of MDHA is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: March 5, 2019
Position Closing Date: March 18, 2019**

Job Announcement

Position: ASSISTANT PROJECT COORDINATOR

Salary Range: \$45,525 - \$59,186

CONTRACT POSITION

Under limited supervision, to assist the Project Coordinator with grant project(s) and perform varied types of support including but not limited to programmatic support, financial oversight support and administrative support and to do other related work as required.

MDHA offers competitive salaries and an amazing retirement program.

Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

REQUIRED EDUCATION, EXPERIENCE AND LICENSES:

Bachelor's degree required. Four (4) years of experience working with low-income families is required. Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS

- provides support to the Project Coordinator for social services grant project(s) and assists with the overall success of grant project(s);
- assists with communications and cohesiveness among and between grant partners;
- assists with collecting and preparing grant reports - both programmatic and financial;
- assist with the coordination of program activities, planning meetings and community events that enhance grant project;
- compiles data for statistical, financial and narrative reports;
- performs varied duties in entering and maintaining computerized information;
- works with community leaders;
- assists in maintaining grant records;
- makes appointments and arrangements related to grant project;
- operates a variety of office machines;
- works with the public and answers questions on matters involving grant project.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to contribute to the strategic planning processes needed for grant success;
- ability to manage several tasks simultaneously;
- ability to work independently and to manage time and tasks accordingly; have excellent communication and problem-solving skills;
- ability to work well on a team, experience using Microsoft Office and spreadsheet programs;
- ability to perform administrative support work with speed and accuracy; knowledge of office procedures including the ability to spell, punctuate and use grammar correctly; knowledge of clerical methods and office management practices;
- ability to deal courteously with the public; ability to establish and maintain effective working relationships;
- willingness and mental and physical ability to perform the duties involved in this classification
- ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

EQUIPMENT USED

Personal computer with related word-processing software, case management software, financial management software, multi-line telephone, audio-visual equipment, employee's automobile and general office equipment.

SUPERVISION EXERCISED

In the absence of Project Coordinator, provides supervision to the Social Services Coordinator.

LICENSE REQUIRED

Valid Tennessee driver's license

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

Apply at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**Metropolitan Development and Housing Agency
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Nashville, Tennessee 37206
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615-252-8555
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.