



Position Title: Compliance and Campaign Coordinator

Starting Pay: \$18/hour to start, then \$20/hour after three-month probationary period

Hours: Part-time to start, 20-24 hours/week

Position Description:

The Compliance and Campaign Coordinator is responsible for all aspects of housing compliance for BSCHT'S portfolio of projects including: assisting current staff with the establishment of compliance procedures for its homeownership and rental programs, requesting and recording compliance documentation for multiple programs, assisting with tenant screening for BSCHT rental opportunities, providing HOA management support by notifying residents of property violations, and maintaining accurate files for all clients serviced by BSCHT programs.

The Compliance and Campaign Coordinator will also be responsible for assisting with campaign fundraising by: coordinating meetings for staff and its board of directors with influential community members, assisting staff with organizing its annual GIVE Big and Giving Tuesday events, maintaining records of current sponsors, and cultivating relationships with generous community members and its three community foundations.

The individual in this position will follow a work plan established by BSCHT staff and must be highly detailed, flexible, date sensitive, and an independent worker.

Major Duties and Responsibilities:

1. Notify and record all homeowner and tenant violations in the MeadowView HOA.
2. Help establish and implement a compliance procedure for all homeowners and tenants in the MeadowView HOA.
3. Help establish and implement compliance procedures for tenants and owners participating in the RENT LOCAL Pilot Homeowner Incentive Program.
4. Screen potential tenants for BSCHT's RENT LOCAL Pilot Homeowner Incentive program.
5. Track incentive payments due to owners and help set-up payments.
6. Update and maintain all electronic records for BSCHT's portfolio of properties and clients served in various BSCHT housing programs.
7. Be knowledgeable of Landlord Tenant Laws for the state of Montana.
8. Coordinate meetings between BSCHT's staff, board, and their generous community contacts for the purpose of expanding and funding BSCHT programs.
9. Assist with organizing on and offline fundraising events.
10. Maintain records of current sponsors and donors as well as research potential new partnerships.
11. Other duties as assigned.