



**Position Title:** Compliance and Campaign Coordinator

**Starting Pay:** \$20/hour to start; negotiable after a three-month probationary period

**Hours:** Full-time with flexible hours

**Position Description:**

The Compliance and Campaign Coordinator is responsible for all aspects of compliance for BSCHT'S portfolio of developments and programs including: assisting current staff with the establishment of compliance procedures for its homeownership, deed restriction, and rental programs; maintaining compliance documentation for multiple programs; assisting with tenant screening and property management for BSCHT rental opportunities; providing MeadowView HOA management support; and maintaining accurate files for all clients serviced by various BSCHT programs.

The Compliance and Campaign Coordinator will also be responsible for assisting with 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; and maintaining records of current sponsors and donors.

Since Big Sky Community Housing Trust is a new organization, the individual in this position should enjoy multi-tasking, working independently, and establishing new systems.

**Responsibilities:**

- Notify and record all homeowner and tenant violations in the MeadowView HOA.
- Help establish and implement a compliance procedure for: homeowners and tenants in the MeadowView HOA; tenants and owners in RENT LOCAL; and tenants and owners who join the 2022 pilot of a deed restriction program.
- Screen potential tenants for BSCHT'S RENT LOCAL Incentive program.
- Track incentive payments due to owners in RENT LOCAL and the pilot deed restriction program.
- Update and maintain all electronic records for BSCHT'S portfolio of properties and programs.
- Coordinate meetings between BSCHT'S staff, board, and community contacts.
- Assist with organizing online and offline fundraising events.
- Maintain records of current sponsors, donors, and subscribers.
- Other duties as assigned.

**Qualifications:**

- Experience in property management preferred.
- Experience in Salesforce or proficient in learning new software.
- Skilled in Microsoft Office and Google Drive programs.
- Strong computer and troubleshooting skills.