

North Missoula CDC Stewardship and Communications Coordinator Job Description

Position title: Stewardship and Communications Coordinator

Reports to: NMCDC Executive Director

Hours: Full time, non-exempt position. May require some nights and weekends.

Compensation: \$52,700 salary, plus health insurance plan, generous vacation allotment, flexibility in schedule, sick time, and 11+ paid holidays per year

About North Missoula Community Development Corporation:

Established in 1996, the NMCDC is a community-based nonprofit organization that develops permanently affordable homeownership opportunities using the community land trust model, advocates to meet community needs, and supports neighbors in building the community they want to live in. The NMCDC is the largest and first community land trust organization in Montana. The organization has developed 54 permanently affordable homes to date, and will bring 20 additional shared equity homes into its stewardship program in the coming months. The Stewardship and Communications Coordinator is a central role in the NMCDC's operations and directly impacts our ability to increase housing equity in Missoula.

Position Summary:

The Stewardship and Communications Coordinator will be responsible for stewardship of the NMCDC's portfolio of permanently affordable homes, which includes monitoring homeowner compliance with the ground lease, facilitating buy-sells, building community among homeowners, assisting new homeowners in the application and purchase process, and additional details outlined below. The Coordinator will also assist the Executive Director with creating communications materials, coordinating regular organizational and shared equity homeowner newsletters, and contributing to social media accounts and the website.

Responsibilities:

- Facilitate homeownership
 - Income-qualify prospective homebuyers
 - Assist qualified applicants in navigating the purchase process and accessing financing and down payment assistance programs
 - File and track CLT documents, land tax bills, water rights documents, etc
 - Assist the Executive Director in ensuring that all parties involved in property resales are adequately educated to successfully manage CLT property closings
- Steward shared equity homes and communities
 - Update and maintain complete files for each homeowner and applicant using HomeKeeper
 - Monitor all properties for compliance with ground leases and deed restrictions, oversee viewings and maintenance inspections of properties, and assist homeowners with creating capital improvements policies for multifamily developments
 - Assist homeowners in crisis and help them avoid foreclosure

- Maintain positive, supportive, and consistent communication with all shared equity homeowners
- Provide HOA management trainings and facilitate additional workshops and trainings as necessary
- Assist the Executive Director in growing the capacity and sustainability of the Stewardship program and community land trust portfolio
- Communications and storytelling
 - Generate written content for use on the NMCDC's website, newsletters, social media, newspaper columns and articles, event promotion, and print collateral such as brochures, annual report, and other reporting publications
 - Design and produce content for visual displays, signage at events, flyers, etc. according to the NMCDC's branding guidelines
 - Publish news and event posts and develop website pages and image galleries on our website to help build the site, showcase our work, and capture and document our stories
 - Develop and execute a regular social media program for the NMCDC
 - Support the design and production of content for visual displays and signage at events, local businesses, and at other venues
 - Attend occasional tabling or speaking events on behalf of the organization
- General
 - Work as an integral member of the NMCDC team to achieve its multifaceted service to the community
 - Develop policies and procedures for stewardship manual alongside Executive Director
 - Interface with partner organizations and municipalities

Desired Skills and Qualifications:

- Lived experience and/or a solid understanding of housing issues in Missoula
- An understanding of Fair Housing and the home purchase process or willingness to learn
- Excellent communication skills, including written, graphic design, verbal, and listening
- Demonstrated ability to strategically promote an organization and maintain an organizational voice across publications
- Past experience in working with digital file management systems and/or online databases, particularly Salesforce programs is desired, although extensive HomeKeeper training will be provided
- Effective writing, communication, and organizational skills
- Experience with Google's G-suite real-time collaboration applications including google docs, calendar, sheets, forms, and gmail and familiarity with Microsoft Office suite
- Experience with Mailchimp, Canva, Wordpress, and social media like Instagram and Facebook
- Bachelor's degree preferred in a socially relevant field or equivalent lived experience

Position Requirements:

- A commitment to social, racial, and economic justice. Candidates should possess an understanding of the intersecting layers of oppression that exclude people from accessing land, housing and other resources leading to economic stability
- Strong interpersonal skills and an ability to work in a diverse array of class settings
- An understanding of or willingness to learn about the NMCDC and the community land trust homeownership model
- Experience managing multiple detailed projects simultaneously and the capacity to prioritize and readjust as projects fluctuate
- Interest in personal development and community advocacy and a willingness to travel to national and regional community land trust conferences and participate in occasional professional development trainings
- Reliable transportation and a valid Montana driver's license

A Note on Covid-19 and Office Work:

The Stewardship and Communications Coordinator should be based in Missoula, MT and willing to work primarily out of the NMCDC office, though some remote work can be discussed to accommodate zoom meetings, meetings, and other needs. The Stewardship and Communications Coordinator is expected to work regularly alongside two full-time, fully vaccinated staff members. Applicants should be fully vaccinated (defined by the CDC) against COVID-19 or willing to get vaccinated by the start of employment.

How to Apply:

Send a resume with three professional references and a brief cover letter responding to the following questions to Brittany Palmer at brittany@nmcddc.org. Applications will be reviewed on a rolling basis beginning December 5th. Priority will be given to applicants who submit by that date.

- What would have made the community you grew up in more equitable?
- Who best understands community assets and community needs?
- Optional - include an example of a visual document/flyer/slide you've created that demonstrates your ability to create visual communications materials.

The NMCDC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.