



**DIOCESE OF LAFAYETTE**  
**Affordable Housing Program**  
**Position Description**

Position Title: <i>Coordinator</i>	<b>Immediate Supervisor:</b> <i>Diocesan Finance Officer(DFO)</i>
Position Status: <i>Exempt, full-time regular, benefits eligible</i>	<b>(Regular) Work Schedule:</b> <i>M-Th, 8:30a.m.-4:30p.m.; Fri, 8:30-a.m.-12 noon</i>

**Position Summary**

The primary function of the Coordinator is to oversee the management of subsidized rental units sponsored by the Diocese of Lafayette as well as maintaining all HUD, LHC and other related agency regulatory and financial documentation. The Coordinator will also act as a liaison and provide collaboration between the Diocese of Lafayette, the properties and the respective management companies.

The person in this position is called to provide a Christian, compassionate, and professional personality in all aspects of day-to-day operations, with complete confidentiality. This person must be a team player who will share and participate in the vision and goals of the Bishop and of the Diocese.

The Coordinator follows the established working hours of the Diocese of Lafayette Chancery, and shall follow all diocesan and office policies, procedures, and regulations.

**Essential Duties and Responsibilities**

- Create and maintain positive relationships with housing property managers, staff and tenants.
- Regularly evaluate properties to ensure that proper maintenance and safety issues are being performed, identifying possible areas of liability.
- Conduct regular inspection of each property's financial and regulatory recordkeeping.
- Maintain thorough and accurate records (including electronic files), with specific detail to HUD, LHC and other related agency regulatory requirements.
- Review and submit for approval, all HUD and LHC rental assistance applications (including rent rolls, housing assistance payment (HAP) reports, HAP rental increase applications).
- Coordinate and be present for all HUD inspections.
- Maintain all online agency portals (HUD, eLOCC's, SAM Registration, etc.)
- Review all weekly, monthly, quarterly and annual property financials as required by HUD, and reported to the Diocese of Lafayette by property management.
- Work with Property Management to establish and maintain annual property budgets.
- Provide necessary preparation for annual audits and tax filings.
- With Diocesan Finance Officer, reviews and negotiates all property management agreements.
- Submit for Diocesan Finance Officer's approval, operational property expenditures that exceed the maximum expenditure limits as stated in the agreements.
- Provide oversight and supervision (working closely with Diocesan Finance Officer and Buildings/Renovations Coordinator) for all major housing renovations and updates (including but not limited to structural repairs, HVAC, roof repair, comprehensive painting).

## Required Knowledge, Skills, and Abilities

- Maintain absolute confidentiality.
- Ability to show empathy and sensitivity without rendering an opinion and/or judgment.
- Clear understanding of the diocesan mission of ministering to the elderly, low income, disabled and those with special needs.
- Must maintain up-to-date personal certification for diocesan Safe Environment program.
- Self-motivated, capable of working independently as well as in a team setting.
- Familiarity with facility construction and restoration.
- Exceptional organizational skills, effective time management, ability to work within and meet deadlines consistently, and multi-task while still paying close attention to detail, meticulous filing of records.
- Thorough knowledge and understanding of housing developments and the operation of such programs.
- Bachelor's degree, preferably in specialized field of Business Administration or Public Administration.
- Minimum of 5 years of progressive experience in the same or related field, preferable with extensive knowledge and understanding of HUD.

## Job Condition/Physical Demands

*The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, employee is frequently required to ambulate, sit, stand, stoop, bend, grasp, reach, walk, talk and hear.
- Must be able to push, pull lift and carry items up to 30 pounds.
- Position may require exposure to chemical, dust, dirt and other allergens.
- Must possess reliable transportation for travel to the various entities throughout the Diocese of Lafayette.
- Must possess a valid Louisiana driver's license (and a safe driving record) as well as appropriate vehicle insurance.
- May be called upon to work beyond the regular work schedule on weekends, evenings or holidays.