

## POSITION DESCRIPTION

**TITLE:** Greater Circle Living Program Coordinator  
**REPORTS TO:** Greater Circle Living Administrator

### SUMMARY OF POSITION

Fairfax Renaissance Development Corporation (FRDC) is seeking an organized, energetic individual to assist in the administration of the Greater Circle Living Program (GCL). GCL is an innovative employee housing assistance program geared toward anchor institutions and nonprofits in the Greater University Circle (GUC) area. The program provides financial incentives for employees to live in the GUC area. FRDC is searching for an individual with a track record of operating in a fast paced environment with outstanding communication, organizational and customer service skills.

1. The successful candidate will have experience in community development and program operations including intake, customer service and reporting. Candidate must be able to perform administrative functions such as application processing, scheduling appointments, responding to phone calls and written inquiries about the program.
2. Candidate must be able to manage multiple deadlines and have experience in public speaking, marketing and outreach.
3. Outstanding organizational and record management skills and the ability to manage and analyze large amounts of data
4. The successful candidate will have experience working with applicants to achieve compliance with program guidelines and to clearly communicate guidelines to applicants from various socioeconomic sectors as well as program partners at varying management levels.
5. The successful candidate will have the capacity to learn, understand, and navigate the unique dynamics of the program and organize, attend and document meetings.
6. The successful candidate will have strong customer service skills and the ability to resolve in a professional manner misunderstanding of program procedures for persons unfamiliar with the home buying process.
7. Candidate must be able to co-manage contractor relations and assure compliance regarding project bidding and contractor performance in tandem with a project consultant.
8. The successful candidate will have critical thinking skills to enable them to analyze program related processes and systems, develop appropriate modifications and implement agreed improvements.
9. The program requires minimal weekend and evening activities.

### ***Required Qualifications***

1. Minimum of a bachelor's degree in urban studies, social work, business management or related field with at least three years of experience, Master's Degree preferred.
2. Ability to work with diverse groups of stakeholders including, community-based organizations, community leaders, public officials, anchor institution staff, realtors and the banking community.
3. Understanding of contemporary urban neighborhood issues and knowledge of public and private organizations working to address urban challenges.
4. Extensive experience with use of organizational technology, specifically personal computers and related software/hardware to support design and implementation of project management and organizational systems.
5. Strong interpersonal and writing skills, highly organized with attention to detail, and the demonstrated capacity to manage multiple projects to meet deadlines.

### ***Preferred Qualifications***

Minimum two years' experience with Real Estate transactions