



Position: Neighborhood Stewardship Coordinator, 1.0 FTE, Regular, Full-time, Non-Exempt

Reports to: Homeowner Services Manager

Summary: The Neighborhood Stewardship Coordinator works to ensure the success of Habitat Communities. This role fosters the long-term stewardship of Habitat for Humanity of East Jefferson County's permanently affordable housing assets and supports homeowner associations in Habitat-built communities. This role ensures compliance with affordability covenants, supports community governance, and fosters equitable access to homeownership through education, outreach, and partnership development.

Responsibilities:

Permanent Affordability Stewardship (40%)

- Oversee compliance with ground leases, resale and resale restrictions, as well as affordability covenants.
- Conduct annual inspections and respond to homeowner inquiries related to permanent affordability.
- Maintain accurate records and ensure timely reporting for grants and legal requirements.
- Support homeowners in understanding and fulfilling stewardship responsibilities.

Homeowner Association Support (30%)

- Facilitate HOA governance structures and meetings in Habitat-built communities.
- Provide education and onboarding for HOA board members and residents.
- Ensure alignment with Habitat's mission and community land trust principles.
- Assist with conflict resolution and community-building initiatives.

Community Engagement & Education (25%)

- Develop and deliver educational materials and workshops.
- Foster leadership development and inclusive participation in community governance.
- Collaborate with local nonprofits, government agencies, lenders, and realtors.
- Represent Habitat at public forums and housing-related events.
- Advocate for equitable housing policies and community empowerment.

Other Duties (5%)

- Participate in staff meetings, trainings, and Habitat events.
- Maintain relationships with local housing and service partners.
- Support other housing-related initiatives as needed.
- Oversee new home warranty walkthrough and follow-up items.

Position Requirements:

- Bachelor's degree (or equivalent experience) and at least five years' experience in affordable housing, community development, or related field
- Strong written, verbal, and interpersonal communication skills
- Experience with community land trust models and HOA operations preferred
- Highly organized and detail-oriented; able to manage multiple priorities
- Commitment to Habitat's mission and values
- Proficient in Microsoft Office and Google Workspace
- Ability to travel locally for site visits and meetings
- Willingness to work flexible hours, including occasional evenings and weekends
- Ability to climb stairs and sit at a desk for extended periods
- Spanish proficiency a plus

Compensation

Hiring Range \$24.35 to 26.09 per hour, Full Range \$24.35 to \$31.31 per hour. Full-time non-exempt role which includes the below benefits:

- Employer-paid medical, dental and vision for employees regularly working at least 30 hours per week, beginning first of the month after hire; in addition, currently providing employer contribution to Health Savings Account for eligible employees. Dependents may be covered at employee expense.
- 401k program, currently contributing 4% of eligible wages for eligible employees
- Employees working at least 20 hours per week receive 15 days' vacation, 10 holidays, and two personal days (all accrued on a pro-rated monthly basis)
- All employees receive 10 days sick time per year, accrued on a pro-rated monthly basis

Guiding Principles Include:

- Utilize creative solutions while remaining true to Habitat's mission
- Retain volunteers central to Habitat's work
- Foster a positive, inclusive work environment and promote collaboration

Equal Employment Opportunity

Habitat provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.