



POSITION SPECIFICATION

<u>POSITION TITLE:</u>	Neighbor Works VISTA – Housing Specialist Post-Purchase
<u>LOCATION:</u>	Chicago, Illinois
<u>THE COMPANY:</u>	<i>Neighborhood Housing Services of Chicago</i>

Established in 1975, Neighborhood Housing Services (NHS) of Chicago is a non-profit neighborhood revitalization organization committed to helping homeowners and strengthening neighborhoods. Our mission is to create opportunities for people to live in affordable homes, improve their lives, and strengthen their neighborhoods.

NHS is a 501c3 non-profit corporation which includes five separate legal entities: Neighborhood Housing Services, Neighborhood Lending Services, Neighborhood Redevelopment Corporation, Neighborhood Redevelopment Corporation Initiatives, and Neighborhood Housing Services of the Fox Valley.

SCOPE AND RESPONSIBILITIES:

The VISTA will enhance our current Post–Purchase program by developing new program curriculum, workshops, outreach strategies and marketing plans.

Specific Responsibilities:

- Update and expand the content of NHS’ existing post-purchase educational programming with a particular emphasis on helping homeowners assess the condition of their properties, prioritize repairs, budget for repairs, and conduct preventative maintenance.
- Develop and implement an outreach plan to expand participation in NHS’ post-purchase educational programming, particularly through collaboration with community groups and neighborhood organizations in target geographies.
- Research and develop a new homeowners’ maintenance guide for purchasers of properties developed by NHS Redevelopment Corporation.
- Plan and organize “Brag Your Rehab” tours and networking events for the Chicago Greystone & Vintage Home Program.
- Develop a vetting list of historic preservation-minded contractors, for use by the Chicago Greystone & Vintage Home Program and its clients.
- Develop internal/external partner awareness methods to promote homes recently acquired by NHS Redevelopment Corporation for redevelopment through its GROWTH program in order to help identify potential buyers before project completion.
- Develop new mechanisms for evaluating the effectiveness of NHS’ post-purchase educational programming including surveying/interviewing sampling of participants to see if/how they used program guidance.
- Develop marketing plan to expand participation in NHS’ post-purchase educational programming, particularly through collaboration with community groups and media sources in targeted neighborhood geographies.
- Support development of a new homebuyer’s maintenance guide for purchasers of properties developed and sold by NHS Redevelopment Corporation.
- Support planning of NHS post-purchase programming, particularly Home Improvement Workshops, Chicago Vintage Home Workshops, and Chicago Home Safety Partnerships events.

- Support development of internal /external partner communication methods to raise awareness of homes entering NHS Redevelopment Corporation development pipeline in order to help identify potential homebuyers before projects are completed.

EXPERIENCE / SKILLS REQUIRED:

- Associate's degree ***required***, Bachelor's degree ***preferred***.
- 2-4 years of experience in housing, community and economic development and neighborhood revitalization.
- Proficiency in Microsoft suite
- Ability to communicate effectively both orally and written.

NHS is an Equal Opportunity Employer committed to a diverse and talented workforce.

*******This is a Neighbor Works VISTA opportunity that's funded through Neighbor Works American and will start August 2016 and end December 2017*******

CONTACT INFORMATION:

Interested applicants should apply via the following url for consideration:

https://workforcenow.adp.com/jobs/apply/posting.html?client=NHSORG&jobId=106059&lang=en_US&source=CC3