

Self Help, Inc

Housing Stability Coordinator (part-time, grant funded position)

Founded in 1969, Self Help, Inc. ("Self Help") is a 501(c)3 nonprofit organization dedicated to assisting neighbors in need throughout northern New Mexico. Based in Los Alamos, Self Help promotes self-sufficiency among individuals and families living in Los Alamos, Rio Arriba, Taos, and northern Santa Fe counties through the following programs:

- emergency basic needs aid
- information, referral and resource navigation
- seed money grants

Self Help's services are unique in their speed, flexibility, and low barrier to entry for callers in need. Our client-centered approach fills critical gaps for those who are experiencing immediate and long-term barriers to financial stability and success.

Mission: To provide support and services as a bridge to self-reliance for people in Northern NM.

Position Overview

The Housing Stability Coordinator (HSC) will provide timely and comprehensive assistance to clients in need of housing stability services. Clients contact Self Help directly or are referred from external partners. Under the direction of Self Help's Client Services Manager, the HSC will assess the needs of clients, and guide them to appropriate resources to support housing and financial stability. In addition, the HSC will establish new strategic partnerships with community-based agencies and groups to strengthen housing stability services in northern NM.

RESPONSIBILITIES

1. Housing Stability Activities

As Self Help's primary housing resource specialist, the HSC will connect individuals and families with resources that will help them find housing or stay safely housed during challenging times. Activities may include:

- a. Eviction prevention and eviction diversion
- b. Mediation between landlords and tenants
- c. Housing research, counseling/coaching
- d. Housing navigation to help households access emergency rental assistance programs or find housing
- e. Assisting clients with eligible housing program applications
- f. Assisting and advocating for individuals with disabilities, seniors, or survivors of domestic abuse or human trafficking

2. Intake and Data Entry

- Complete and oversee all housing stability program client intakes. This includes reviewing all client applications submitted by our volunteers and following up with the client or vendor as needed, to ensure applications are accurate and complete.



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- Answer questions and provide information to clients seeking housing assistance services
- Document client information using Salesforce and other required documentation (Google suite and Excel spreadsheet tracking.)
- Assist with grant-related documentation and reporting

3. Team Collaboration

- Work weekly in Self Help's Los Alamos office with the Client Services Manager and Executive Director.
- Create and maintain a housing stability resource guide for Self Help staff and volunteers.
- Assist in training volunteers and staff as needed.
- Participate in partner/community meetings as needed to promote Self Help's housing stability resources and other programs.
- Identify and organize opportunities to strengthen Self Help's referral network.
- Be willing to represent Self Help at community meetings/outreach events, such as fairs.
- Help maintain Self Help's website and outreach materials.

Qualifications and Attributes

- Passion for supporting housing stability efforts in northern New Mexico.
- Able to communicate in English and Spanish with some proficiency.
- Strong communication and people skills; understands client-centered approaches.
- Detail-oriented, collaborative, and flexible team member.
- Understanding of housing stability issues in a diverse community. Experience in this field a plus.
- Ability to meet deadlines and follow-through with minimal supervision.
- Strong time and project management skills.
- Must be willing to complete a background check.
- Bachelor's degree preferred but candidates with similar experience encouraged to apply.

This position is a grant-funded, part-time position (20-30 hours a week.)

Schedule: weekdays (M-F) with some flexible hours

Please send a resume and a letter describing your abilities and interest in this position to: contact@selfhelpla.org with Housing Stability Coordinator in the subject line. Applications will be reviewed as they are received.

Self Help does not discriminate based on race, religion, color, national origin, gender, sexual orientation, or any other legally protected status. Applicants of all backgrounds are encouraged to apply.



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