

**MEND | Meet Each Need with Dignity**  
10641 N San Fernando Road  
Pacoima, CA 91331  
**Phone | 818.896.0246**  
**[www.MendPoverty.Org](http://www.MendPoverty.Org)**



## **JOB DESCRIPTION**

**POSITION TITLE:** ERAP Project Coordinator-Temporary  
**FLSA STATUS:** Non-exempt  
**REPORTS TO:** Director of New Program Initiatives  
**WAGE:** \$30 per hour  
**START DATE:** December 1, 2021  
**END DATE:** March 31, 2022

**JOB SUMMARY:** The California Emergency Rental Assistance Program (ERAP) stabilizes low-income households through the payment of rent debt, prospective rent, and utilities to tenants and landlords. The goal of the program is to prevent evictions and housing instability due to the COVID-19 pandemic. The successful implementation of this program will require on-the ground assistance to potential applicants by reducing barriers to participation for those in need of accessing the program.

The Project Coordinator is responsible for the full implementation of the project and will supervise a team of Resource/Eligibility Specialists and overseeing all activities and efforts towards reaching program goals.

### **DUTIES AND RESPONSIBILITIES:**

1. Develops a creative and innovative outreach strategy to engage a wide variety of marginalized populations, such as immigrants, those with limited English proficiency, along with those with a digital barrier and others who have experienced negative financial impacts due to COVID-19.
2. Supervises project staff in the implementation of ERAP, including training staff on outreach methods, talking points, and safety measures and disseminating new information regarding project.
3. Build relationships with community members and community agencies to bring awareness of the Emergency Rental Assistance Program.
4. Organizes schedule for in-person appointments and document drop-offs.
5. Assist community members with completing ERAP application and submitting application to portal on a daily basis.
6. Provide case management oversight to Resource/Eligibility Specialists.
7. Bring awareness of ERAP through:
  - a. Public platforms and community convenings
  - b. Eblasts
  - c. Other outreach methods as assigned.
8. Lift and carry materials and supplies required for activity.

9. Participate in weekly engagement meetings.
10. Complete and submit weekly reports
11. Other duties as assigned and relevant to the project.

**Qualifications:**

1. BA/BS required, 2 years' leadership experience successfully implementing special/time-limited projects
2. 1 year experience supervising staff and/or volunteers Bi-Lingual English and Spanish, Tagalog, Armenian, and American Sign language are a plus
3. Strong organizational and follow through skills; adept at tracking data and program outcomes
4. Demonstrated experience with community organizing and campaign development
5. Demonstrated ability to work effectively as a member of a team
6. Valid CA Driver's License and Current insurance; Must have reliable transportation, position requires extensive local travel
7. Excellent internet and research skills
8. Excellent communication and organizational skills; strong written and interpersonal skills
9. Experience working with individuals with diverse ethnic backgrounds
10. Proficient in Microsoft Office (Word, Excel, Access, PowerPoint); and Efforts to Outcomes (ETO) a plus
11. Must be willing to work a flexible schedule to accommodate outreach activities
12. Must be able to lift up to 25 lbs.
13. The successful candidate will be able to manage multiple projects simultaneously, build strong relationships, and be able to set and meet deadlines.

**Time Commitment:** Full time, 35 hours per week. Must be able to work a flexible schedule which may include occasional evenings and weekends. Position requires extensive local travel.

\* This project may extend past the initial period.

All positions contingent on continued funding.

The above statements reflect the essential functions considered necessary to describe the principal content of the job. They are not intended to be a complete statement of all work requirements or duties that may be inherent in the job. Position eligible for MEND sponsored benefits.