Habitat for Humanity of Oregon is seeking a **Compliance and Intake Specialist**

**Initial Posting Date:** July 19, 2023  
**Application deadline:** Aug. 21, 2023

**Who We Are**
Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities and hope. Habitat for Humanity of Oregon (Habitat Oregon) provides fundraising, training, disaster preparedness and advocacy support to all 24 Habitat for Humanity affiliates — locally-based organizations with dedicated staff and volunteers who build and repair homes across our state. Of these affiliates, 20 are based in rural Oregon.

**Guiding Philosophy**
Founded in Christian principles centered on a radical effort to create and live out a vision for our world where everyone has a safe, stable and affordable place to live, Habitat Oregon is committed to an intersectional approach to diversity, equity, inclusion and anti-racism. We are working towards dismantling the systemic barriers to this goal for communities who have been historically marginalized and intentionally left behind.

**Job Overview**
The Habitat for Humanity of Oregon team is growing! We are excited to identify a motivated and talented **Compliance and Intake Specialist** to help our new and existing affordable homeownership programs thrive. This position will ensure the integrity of our new critical home repair programs and significantly expanded down payment assistance programs. The Compliance and Intake Specialist will also help Habitat Oregon steward new resources to implement a matched savings program for low- to moderate-income Oregonians, working in collaboration with local Habitat for Humanity affiliates. *This position will help us serve a greater number of low-to-moderate-income Oregonians than ever before, by providing access to homeownership and home repairs* at a time when affordable housing is out of reach for many hard-working households. Working closely with the Habitat Oregon team, this essential colleague will ensure that all project scope of work and associated documentation is reviewed, approved, completed, and reported accurately and on time — *leading to successful and impactful outcomes across the state.*

**Who You Are**
Your professional expertise will help expand Habitat for Humanity’s home purchase and home repair capacity in Oregon communities of all sizes. You find meaning and value in working with locally-based community organizations with varying staff sizes and capacities. You have demonstrated experience in managing program intake and reporting processes and have knowledge of federal, state, and/or local
funding programs. You are highly detail-oriented, organized, a self-starter, responsive, and collaborative. You are adaptable — able to remain flexible, agile and positive in a continually evolving environment with a variety of partners and stakeholders.

**What You’ll Do**

- **Collaborate and engage with our growing Habitat Oregon team:**
  - Drive the expansion of existing and new programming to help provide 200 critical repair projects over the next three years for eligible homeowners.
  - Distribute a record volume (> $4.4 million) of down payment assistance funds for low-income families across the state.
  - Support our newly launched matched savings program to provide greater access to homeownership and critical home repairs for eligible Oregonians.
  - Work with the Habitat team to schedule on-site project visits, contribute to scheduled audits and inspections, and meet the required program processing deadlines.

- **Ensure program integrity:**
  - Review and help develop program policies and practices to comply with federal, state, and local regulations; help develop best practices.
  - Manage documentation via the Salesforce database.
  - Perform administrative duties including timely submission of reports and tracking expenditure timelines.
  - Monitor changes in federal, state, and local regulations and requirements and implement changes as indicated.

- **Empower local Habitat for Humanity affiliates to serve more families, more effectively:**
  - Get to know our amazing partners! Work directly with contractors on behalf of eligible households served by Habitat programs.
  - Engage in creative, equity-centered program design with Habitat homeowners and partners to provide training and learning opportunities.
  - Process program intake forms, review requests for project funding and required documentation.
  - If not already certified, acquire HUD Housing Counselor certification.

**Skills and Experience**

Successful candidates will have:

- Bachelor’s degree plus two years’ professional experience with documenting and reporting, or sufficient and relevant experience to fulfill the duties of the position
- Demonstrated commitment to racial equity, diversity and inclusion, and economic and social justice
- Experience in reviewing proposed scopes of work and other relevant documentation for allowable expenditures, e.g., review of home purchase closing disclosure forms and income verification processes
- Ability to maintain a high degree of accuracy — must be detail-oriented and able to follow processes and procedures closely
- Strong analytical and critical thinking skills.
• Evidenced written and verbal communication skills
• Proficiency in Salesforce database management preferred, including the development of various dashboards and custom reports
• Experience using cloud-based file-sharing platforms (e.g., Dropbox, Google Drive)
• Valid driver’s license, access to a vehicle and auto insurance
• Ability to pass a background check

**Work Culture, Environment and Schedule**

Habitat Oregon values an inclusive work culture with a diversity of staff, homeowners and partners. Therefore, we are seeking applicants who reflect many of the identities of the communities we serve. **People of color, people living with disabilities, first-generation college graduates, LGBTQIA+, and immigrants to the United States are especially encouraged to apply.**

This is a hybrid position. Our staff works mostly remotely with some requirements for in-person meetings/time in our North Portland office. Occasional travel is required for training, advocacy, networking events, and to affiliate project sites throughout the state. Our staff utilizes the Zoom platform for weekly meetings, one-on-one meetings, and network-wide training sessions.

**Salary and Benefits**

Salary is $46,000 to $54,000, depending on experience for this full-time, exempt position. Benefits include medical and vision coverage; dental coverage available through a cafeteria plan; generous vacation and sick leave; paid holidays; a 3% retirement savings match incentive and a $50 per month cell phone stipend.

A hybrid remote and in-person work schedule is available.

**How to Apply**

Send your cover letter, resume and pronouns to jobs@habitatoregon.org

The subject line of your email should read: **Compliance and Intake Specialist application from [Your Name]**

For applicants with whom we would like to enter into a conversation, we will conduct initial screening interviews by Zoom. Candidates who advance in the process will interview by Zoom with additional members of the Habitat for Humanity of Oregon board and staff. We’ll ask for references from our top candidates and make an official offer. The anticipated start date is Oct. 4, 2023, but can be flexible.