



Baranof Island Housing Authority

245 Katlian Street, Sitka, Alaska 99835
(907) 747-5088

POSITION TITLE: Financial Literacy Counselor and Communications Specialist

STATUS: Full-Time, Non-Exempt, Hourly

POSITION SUMMARY

The Financial Literacy Counselor will work with tenants and other participants to understand their financial situation and identify ways to increase their financial wellbeing. The primary goal is to help tenants and other participants establish a plan of action specific to tenants' needs. The Financial Literacy Counselor is responsible for conducting financial literacy education support beginning with a needs assessment, workshops/classes and one-on-one support, with a focus on helping the tenant/participant identify financial obligations and strategize on how best to meet them using methods such as a balanced budget, elimination of unnecessary expenses, increased savings, the importance of on-time payment history, debt reduction, credit monitoring and credit building.

In addition, the Financial Literacy Counselor will help tenants/participants identify if they are homeownership ready and provide homebuyer education workshops and counseling, which may include pre-purchase, rental, default foreclosure, and credit counseling. This program will involve intensive educational counseling regarding program requirements, home maintenance, down payment, money management, and financial obligations associated with owning a home.

The Communications Specialist plans, organizes and implements BIHA's public relations-related communications. This includes design and development of information for the website, social media, and other communications materials for internal and external audiences.

AUTHORITY: Supervised by the Housing Director

POSITION DUTIES AND RESPONSIBILITIES

Financial Literacy Counselor (75%):

- Develop a thorough knowledge of the terms of the housing programs that BIHA offers as well as federal guidelines that must be followed.
- Understand and communicate lease documents, mortgage financing documents, and any other documents pertaining to housing assistance and financial counseling.
- Provide financial counseling to current and prospective tenants in order to help them meet their financial obligations and be successful in the housing programs.
- Work closely with other agencies to stay knowledgeable about programs that may be beneficial to tenants or the housing authority.
- Assist with the customization of financial reports and other implementations within the housing accounting software.
- Participate in training opportunities as required by the Housing Director
- Research applicable grant funding opportunities available to BIHA.
- Assist BIHA staff with preparing grant applications as needed.

Communications Specialist (25%):

- Manage, plan and implement communication strategies, campaigns and social media calendars.
- Develop and produce high-quality, informative, interesting and relevant press releases, press kits, periodic newsletters and related materials.
- Support the Housing Department in developing resident relations by managing internal and external communications.
- Prepare articles, reports, presentation materials and information for websites, and social media accounts.
- Create presentations and develop course curriculum for Financial Literacy events and classes.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's Degree in Business Administration, Social Services, Finance or related field preferred.
- Two years' experience in credit counseling, personal finance, or budgeting preferred
- Excellent written and verbal communication skills, strong copy-writing and content creation skills.
- Excellent client relations skills.
- Strong detail orientation and mathematical ability.
- Ability to maintain confidentiality regarding client and applicant personal and program information.
- Ability to work cooperatively and effectively with various governmental entities, including tribal, municipal, state, and federal; and work cooperatively with small staff requiring flexibility in assignments and duties.
- Preferred two years' experience in document design.

WORKING CONDITIONS

Baranof Island Housing Authority maintains a drug free and smoke free workplace.

OTHER REQUIREMENTS

Alaska driver's license preferred.

Mandatory drug screening is required prior to hiring and random screening will be performed during employment.

Applicant is subject to criminal background check.

PAY GRADE LEVEL: Grade 6-7, depending on experience.

NOTE

This job description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. Baranof Island Housing Authority (BIHA) reserves the right to revise this job description at any time.

Employment with BIHA is at-will. This means that BIHA may terminate the employment relationship at any time, with or without cause and with or without notice, so long as the termination does not violate federal or state law. No statement to the contrary, whether written or oral, is binding upon BIHA, except when authorized in writing by the Board of Commissioners and the Executive Director.