

Affordable Housing Compliance Coordinator

Work, Grow and Make a Difference

AFFORDABLE HOUSING CONNECTIONS

AHC is a unique non-profit organization that provides affordable housing compliance monitoring and training for government agencies, property owners, developers and managers in the Twin Cities Metro area, Rochester and St. Louis County. As Minnesota's premier compliance agency for nearly 30 years, our mission is to help ensure the continuing availability of affordable housing by providing great service, value and integrity to program stakeholders.

THE POSITION

Do you have at least two years of experience working with databases and spreadsheets to manage program information? Do you like to work with complex information and to multi-task? Do you have at least two years of work experience with affordable housing programs? We're looking for a FT Compliance Coordinator who is eager to work in a dynamic, growing organization. The person in this position is responsible for scheduling and coordinating AHC staff monitoring and reporting activities with over 50 property managers and government agencies at all levels. Key qualities a successful candidate will have include being extremely detail-oriented, a fast learner, and flexible. The Best Qualified candidate will have knowledge of affordable housing programs (particularly LIHTC and HOME) and reporting programs (Yardi, RealPage, and/or similar). Minimum Bachelor's degree is required. Applicant must be able to work within legal constraints of the MN Data Practices Act, and can lift at least 20 pounds (equipment, files, etc.). The ability to work independently while interacting and coordinating well with colleagues and clients also are essential to success in this position. (This is *not* an IT programmer position).

WHY APPLY? AHC offers:

- Competitive pay and benefits
- Opportunities for professional growth
- Flexible hours (some remote work possible)
- The chance to make a difference in the affordable housing community/field

LOCATION

AHC is in Saint Paul's historic and vibrant Cathedral Hill neighborhood, near I-94 and Dale, with easy access to highways and both downtowns. AHC's offices and training center are in the historic Blair Arcade, which offers free parking and has a restaurant and café, spas, salons and other services within the building.

To apply – please send cover letter, resume, and Job Application to jessica@ahcinc.net.

Job application can be found on our Website www.ahcinc.net.