ACRHA - Albany County Rural Housing Alliance, Inc.
P. O. Box 407, 24 Mann Road
Voorheesville, New York 12186
Phone: (518) 765-2425 Fax: (518) 765-9014
E-mail: acrha1@aol.com
Web site: www.timesunion.com/communities/acrha

The Albany County Rural Housing Alliance, Inc. is a private, not-for-profit, HUD certified Housing Counseling
and Community Development agency. ACRHA's service area is Albany County and all services are free of charge.
Although ACRHA targets rural low-moderate to very low-income families, anyone (from any income level or
geographic area) is welcome to take advantage of the counseling and education programs offered. Currently, ACRHA
administers approximately ten (10) programs to help meet the housing needs in our community and receives funding
from both public and private sources.

Information Intake Specialist (IIS)
Full-time, 35-hour workweek

Skills
Thorough knowledge of Microsoft Word, Excel, Access, PowerPoint, and Internet
navigation/research. Superior telephone and interpersonal skills to assist and support the public.
Detail oriented, ability to plan and coordinate, as well as analyze information, and maintain
confidentiality. Confident and assertive.

Qualifications
High school diploma or equivalent. Preference will be given to those that have either prior
experience or exposure to grant eligibility determination or a 2-year associate's degree.

Responsibilities (include but are not limited to)
• Reception including call screening.
• Preliminary determination of eligibility for various state and federally funded grants programs.
  This includes working with grant applicants either in person or over the telephone to collect
  required documents, review the documents for accuracy, and ensure compliance with grant
guidelines.
• Prepare and mail grant recertification letters for grant recipients and maintain a database of
  recertification results.
• Report to grant funding sources and/or municipalities as needed.
• Update and maintain grant application waiting list and contractor list.
• Serve as main contact for potential grant applicants, new clients, or those wanting information
  about our organization.
• Assist and support the office staff with such marketing, outreach, mass mailing, class
  preparation, fund raising, data collection, grant writing, grant acquisitions, general clerical office
duties, and other duties as directed by the Executive Director.

Salary and Benefits
Beginning salary offered $________. Albany County Rural Housing Alliance, Inc. offers a full
benefits package that includes individual health insurance, a flexible work schedule, 12 paid holidays,
accrual of 1 day per month sick and vacation time, and 5 personal days. A 403B retirement program
is available (employee contribution only) and a Medical 125 Program.