



ACRHA -Albany County Rural Housing Alliance, Inc.

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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 requisitions, 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.