**SPECIAL PROJECTS COORDINATOR**

**City**

Wabasha

**State**

Minnesota

**Telecommute**

No

**Department**

Community Development

**Position description**

Southeastern Minnesota Multi-County Housing & Redevelopment Authority (SEMMCHRA) has a full-time Special Projects Coordinator position available in its Community Development Department.

The Special Projects Coordinator assists with the coordination of capital improvement projects at HRA-owned properties and coordinates activities involved in the administration of Federal, State, and Local grants in compliance with HRA policies, practices and Federal, State, and Local regulations.

The position includes but is not limited to income verifications, generating bid packages, conducting loan closings, updating policies and procedures, processing loan payments and subordination requests.

**Qualifications**

Minimum Education: High School Diploma or GED required

Additional Requirements include:

* Ability to read and communicate effectively
* Strong data entry skills
* Basic computer/keyboarding skills, strong mathematic competency
* Good written and verbal communication skills
* Knowledge of proper phone etiquette and phone handling skills
* Great customer service and must enjoy working with the public. Must have the ability to interact on a professional level with individuals from diverse backgrounds.

**Additional qualifications**

* Prior rental, scheduling appointments, and/or a working knowledge of housing programs, systems and procedures are preferred.
* Knowledge of and experience using project tracking software such as Community Development Manager Software is highly desirable.
* 5 years of experience in HRA’s, CDA’s, Mortgage, Banking, Bookkeeping, and/or Construction industries is preferred.

**Exemption status**

Non-exempt

**Compensation Detail**

Education, experience and tenure may be considered along with internal equity when job offers are extended.

**Benefits eligible**

Yes

**Schedule Details**

Full Time

Monday – Thursday 7:00 – 4:30, Friday 7:00 – 11:00

80 Hours/Pay Period

**Weekend schedule**

Not Applicable

**Site description**

Here in Wabasha, we believe that our quality of life is something to “shout about”. Our historic river town is cradled between the Mississippi River and the majestic bluffs of scenic southeastern Minnesota. Adjacent to the Upper Mississippi River national Wildlife Refuge, Wabasha provides a panoramic view of nature at its best and an astonishing array of birds and wildlife. Thousands of tundra swans and Canada geese can be seen during migrations and the majestic bald eagle visits the area in multitude each season. While small in population, Wabasha offers big city amenities. 18-hole scenic golf course; Coffee Mill downhill ski and snowboard resort; Outdoor municipal swimming pool; National Eagle Center & observation deck; two marinas on the Mississippi River; Three Fitness Centers; St. Elizabeth’s Hospital

**Category**

Office operational support

**Recruiter**

Maggie Gallagher

**Equal opportunity employer**

SEMMCHRA is an equal opportunity educator and employer (including veterans and persons with disabilities).

**APPLY ONLINE:**

Internal or external candidates will be considered for an interview and must complete online application(s) at:

[**http://www.semmchra.org/about-us/employment-opportunities/**](http://www.semmchra.org/about-us/employment-opportunities/)