

HOUSING PROGRAM AIDE

Job Information:

- About the agency: Rainbow Services, Ltd. is an affirmative action equal opportunity employer that provides comprehensive, trauma informed services to survivors of domestic violence and their children.
- Reports to: Community Housing Coordinator
- Status: Hourly, non-exempt
- Hours: Full-time, 40 hours/week

Job Summary: The Housing Program Aide provides administrative support to Rainbow's Community Housing team. This position will enter data into various databases, maintain files, and interact with Community Housing participants as necessary to provide information about the services and support available. The Housing Program Aide will assist the Community Housing team by establishing relationships with vendors, including landlords and temporary housing businesses, such as motels.

Duties May Include but are not Limited to:

- Answer telephone calls and provide information to participants and vendors, as needed.
- Schedule appointments.
- Provide referral information to participants and co-workers, as needed.
- Create and maintain various resource lists.
- File paperwork and enter data as necessary.
- Maintain Rainbow databases related to housing programs and generate reports.
- Liaison between the Community Housing and Finance Departments to ensure the accuracy of requests submitted for funding.
- Support Front Office staff as needed.
- All other duties as assigned by their supervisor.

Qualifications:

- Interest in and commitment to addressing social justice issues affecting families and vulnerable groups.
- Bilingual Spanish/English required.
- Some college education preferred.
- Proficiency in Microsoft Office, especially with Word and Excel Programs.
- Data entry experience required.
- Flexibility with work assignments.
- Excellent written and verbal communication skills.
- Customer Service skills highly desired.
- Proof of eligibility to work in the U.S. required.
- California Driver's License needed.
- 40-hour state mandated Domestic Violence training required, and can be obtained after employment begins.

Work Environment: Resource Center

To apply: Send cover letter and resume to hr@rainbowservicesdv.org or fax to 310-548-0611.