



POSITION TITLE: *Resident Services Coordinator*
SUPERVISOR: *Rental Property & Operations Manager*
STATUS: *Non-Exempt*

About Us

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcb is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcb is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

Summary

Perform all resident services for Multifamily and NOAH properties and assist with other rental property duties.

Duties and Responsibilities

- Develop, coordinate, and deliver programs and services that improve the quality of life for residents, including educational programs, social activities, health and wellness initiatives, etc. to Multifamily and NOAH Properties.
- Help implement a process in which we provide referral services to residents in need of assistance with issues such as health care, legal services, financial management, personal care, and other social services.
- Consistently uphold and comply with all Land Use Restriction Agreement (LURA) requirements as stipulated by the Texas Department of Housing and Community Affairs (TDHCA) and ensure that all points are met as per TDHCA requirements.
- Maintain an updated folder with all necessary and mandated information.
- Develop promotional materials, such as monthly and quarterly flyers, to advertise resident services events.
- Develop, showcase, and secure approval for all event schedules on a quarterly basis.
- Maintain inventory of flyers, brochures and promotional items;
- Refresh and maintain social media platforms for all cdcb Multifamily and NOAH properties.

www.cdcb.org

info@cdcb.org

(956) 541-4955

901 East Levee Street

Brownsville, Tx 78520





- Assist and/or organize general cdcb events and provide logistical assistance;
- Perform assigned duties related to Rental Assistance Programs;
- Ensure all materials and supplies are purchased in a timely and efficient manner.
- Submit sign-in sheets for all events upon returning to the office.
- Provide detailed itinerary, in advance, for all scheduled events.
- Submit all required reports promptly and within specified deadlines.
- Carry out additional duties as assigned

Required Qualifications, Skills and Experience

- High School Diploma or general education degree (GED) or higher.
- One to three months related experience and/or training
- Must be proficient in English and Spanish - both written and verbal.
- Must have reliable transportation.
- Must be able to commute to various cities and towns.

Supervisory Responsibilities

- N/A

Compensation and Benefits

- \$15 per hour
- Bonus – Based on production goals met
- 100% of premium for health, vision and dental benefits paid by cdcb.
- Life Insurance
- 401K retirement plan (no match required)
- 16 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on Length of Service

To apply submit resume, cover letter to: cescalera@cdcb.org

cdcb IS AN EQUAL OPPORTUNITY EMPLOYER

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