



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Position: Housing Program Coordinator
Supervisor: Housing Division Manager

Department: Housing
Revision Date: November 2025

SUMMARY:

The Program Coordinator is responsible for administering and coordinating all aspects of the Urban League of Broward County's **Housing** programs to assure that all relevant programmatic goals and objectives are accomplished. Applicants with certifications from the NeighborWorks Center for Homeownership Education and Counseling (NCHEC) will be given higher consideration in the applicant pool.

CORE DUTIES AND RESPONSIBILITIES (Abbreviated) include the following:

Program Management:

- Ensure contract compliance and that the project operates within the established contract/grant goals and/or Urban League's goals.
- Ensure confidentiality of all client information in compliance with HIPAA, PII and agency policies.
- Stay updated on housing policies, HUD regulations, and best practices through continued education and professional development.
- Maintains a working understanding and knowledge of all program related client management systems i.e. Counselor Max and other CRM systems.

Management

- Monitors and evaluates program components to ensure that contract compliance, program objectives and outcomes are achieved.
- Monitors and evaluates the accuracy of the program paperwork and client files to ensure compliance with all relevant rules, regulations, and guidelines.
- Submit required programmatic paperwork, reports, audits, and assignments as required in a timely manner.
- Completes annual performance goals and performance reviews, including introductory reviews timely.
- Ensure efficient use of resources; monitors financial utilization and output realization for each program contract.
- Facilitates staff development through group and individualized activities.
- Participate in staff meetings, training, pre-implementation and community events.
- Performs other duties as assigned.

Interpersonal

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback improve service; Responds to requests for service and assistance; Meets commitments.
- External Working Relationships – Develops and maintains courteous and effective working relationships with clients, vendors and/or any other representatives of external organizations.

Education and Experience

Bachelor's Degree required in the field of social work, counseling, public administration, or related human service field.

Other Skill, Abilities and Qualifications

- HUD certification required.
- At least three years of job-related experience.
- Willing to work some evenings and weekends.
- Ability to express ideas clearly in both written and oral communications.
- Proficient in time management to fulfill all tasks in a timely manner.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Must be computer literate with familiarity utilizing client management systems.
- Must have outstanding organizational skills.
- Must have excellent presentation skills.
- Positive and team-oriented attitude.
- Bilingual (English and Spanish or French or Creole) candidates preferred.

Other

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

Submit Cover Letter and Resume to: hiring@ulbcfl.org

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER