



## **Applications Associate**

**Position Details:** Full-Time Hourly Position; Pay Rate: \$20.00 an hour with benefits.

### Job Description

This position will have two main roles. The 1<sup>st</sup> will be to assist in getting veteran applicants and getting them approved for our homeownership opportunities and the 2<sup>nd</sup> will be assisting with scheduling, RSVPs, notifications, and workshops, for the Homes 4 Families Enrichment Programing.

### Job Duties

1. Recruit, process, and approve veteran homeowners for the Palmdale Enriched Neighborhood.
2. Have a comprehensive knowledge and understanding of the benefits of our homeownership program for veterans and be able to communicate those benefits clearly to the veteran applicants and their families.
3. Must have a comprehensive understanding of City and State requirements for applications and work closely with veterans to help them obtain all necessary materials and submit complete applications that meet the guidelines.
4. Create and update an Outreach Strategy Plan to effectively communicate the Homes 4 Families mission to the public and to veterans who are in need of our services.
5. Plan and attend outreach events where potential applicants might be present using the Outreach Strategy Plan.
6. Be able and willing to travel to all needed destinations for veterans outreach (regular gas reimbursement rates apply) as determined by the Outreach Strategy Plan.
7. Have a comprehensive knowledge and understanding of the Enrichment Programing and be able to communicate the programing clearly to the veteran applicants and their families.
8. Ensure all processed files are organized and kept in a locked filing cabinet and are kept in accordance with current HIPAA law.
9. Responsible for materials and equipment for all tabling and other outreach events.
10. Attend major events as needed by Homes 4 Families.

### Job Requirements

- Preferred to have a Bachelor's degree
- Must be able to produce fliers and documents professionally and efficiently
- Must have experience in working with veterans and/or low income populations
- Must be able to bend and lift up to 45 lbs.
- Must be able to stand or sit for 8 hours at a time
- Must have reliable transportation for all job duties
- Be able to work nights and weekends

