



**Invites applications for the position of: HOME COORDINATOR**

**OPENING DATE: 04/20/2022**  
**JOB TITLE: HOME Coordinator**  
**JOB TYPE: Full-Time w/ benefits**

**CLOSING DATE: 06/ 30 /2022 12:00 PM**  
**JOB LOCATION: Sumter, South Carolina**  
**SALARY: \$33,000 – \$36,000**  
\*Commensurate with qualifications & experience

**APPLICATION PROCEDURES:**

- All applicants must **fully complete the on-line application** to include all current and previous work history and education.
- A **resume is also required but will not be accepted in lieu of a completed application** nor will it be used to determine if an applicant has met the qualifications for the position.

**JOB SUMMARY:**

**Assists local governments with identifying appropriate grants, conducting public outreach and surveys, for the development and administration of community & economic development, public infrastructure, and housing projects.**

**For full details and application form, go to: <http://www.santeelynchescog.org/employment-opportunities>**

**OVERVIEW:**

We are seeking a highly motivated self-starter to become a part of our Government Services Team. We are looking for someone who is a skilled communicator, very organized, and relentlessly pursues excellence. You must be community-minded and have an organic desire to see community improvement as we believe in providing a "hand up". Additionally, you must be a skilled collaborator, with the ability to bring key stakeholders together for a common cause as the work we do is very important to our rural four-county region of Clarendon, Kershaw, Lee, and Sumter Counties. Lastly, you must be very comfortable with working through long detailed forms and complying with a long list of federal and state requirements. Attention to detail is of the utmost importance to ensure compliance with federal and state laws. You also must be comfortable working with disabled individuals and individuals from low-income communities. In our agency we, do not give hands "outs"; we give a hand "up".

Having the skills listed above is necessary, but not at the top of our list. First and foremost, you must be a good cultural fit! We have worked very hard to create a culture that enables everyone to show up and be their best self. Our culture is collaborative, explorative, innovative, and inclusive. We value diversity and believe everyone has a voice. We actively destroy silos, openly share across all departments and most importantly we believe people are our **#1 resource**. If you are not of the same mindset, do **NOT** apply.

Truth-in-Lending: This position is not for someone who wants to coast. You will be expected to hit the ground running and figure things out **VERY** quickly. Lastly, in our line of work, you will never get rich, but we do very meaningful work, have a great workplace environment, we have fun while getting the job done, and we take care of our staff.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

- 4-year degree in business, public administration, or a field relevant to the advertised job requirements
- 4+ years of managing projects
- Must possess a valid state-issued driver's license

The following standards express the minimum background of training and experience to show evidence of an applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

**DESIRED TRAINING AND EXPERIENCE:**

- Bachelor's degree in business, public administration, or a field relevant to the advertised job requirements
- Prior experience working with one or more of the following: U.S Economic Development Administration (EDA), Housing and Urban Development (HUD), Community Development Block Grant (CDBG), U.S. Department of Agriculture (USDA), and SC Rural Infrastructure Authority (RIA)

NOTE: The Executive Director reserves the right to select a combination of the above criteria which establishes a level of competency to satisfactorily meet the requirements of the position.

**SUBMIT COMPLETED APPLICATION PACKET VIA EMAIL TO:**

Linda Jackson: [ljackson@slcog.org](mailto:ljackson@slcog.org)

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