



## Job Description

Position: Program Assistant  
Reports to: OORP Program Director  
Status: Non-Exempt

### **BACKGROUND:**

Formed in 1995 by nine congregations of Catholic Sisters, Merced Housing Texas is a faith-based non-profit affordable housing provider that is based in San Antonio. Our mission is to create and strengthen healthy communities by providing quality, affordable housing with supportive services for individuals, families, and older adults with low incomes. We meet our mission through three core programs – Multifamily Program, Owner-Occupied Repair Program and our Resident and Supportive Services Program. We hold Integrity, Compassion, Service and Collaboration as our core values and use them as a lens through which we make decisions, and is the foundation of how we work with each other and the community.

Through our Owner-Occupied Repair Program (OORP), Merced makes health- and safety-related home repairs for homeowners with limited incomes, at no charge to the homeowner. Since the program's inception in 2002, Merced has repaired nearly 700 homes in Bexar County, and our program continues to grow. The program is funded with federal funding through contracts with the City of San Antonio and Bexar County, private foundations and corporations, and individual donors. The Program Assistant position provides administrative support for the OORP team.

### **GENERAL SUMMARY OF DUTIES:**

Provides administrative support to the OORP Program Director and OORP staff.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Answers phone calls relating to the Owner-Occupied Repair Program (OORP) and directs calls to appropriate parties or takes messages.
- Assist OORP staff with processing applications for home repair assistance and calculating income eligibility.
- Prepares housing rehabilitation contracts for home repairs.
- Processes requests for payments to contractors/consultants.
- Prepares invoice packets to funding agencies for reimbursement of expenses.
- Prepares and updates spreadsheets that track grant fund expenditures and reimbursements.
- Ensures that contractor's insurance policies are current and contain required coverage.

- Performs general office duties, such as ordering OORP supplies, preparing project files, and maintaining records.
- Provides bilingual information for home repair assistance.
- Develops and disseminates reports for staff.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of Community Development Block Grant regulations a plus.
- Proficiency in written and oral communications (English and Spanish).
- Experience using internet services, e-mail, and on line services.
- Proficiency in use of Microsoft Office, including Word, Excel, and Outlook.
- Experience in use of office equipment, including fax, copier, scanners, and printers.
- Ability to work independently and collaboratively.
- Must maintain high degree of confidentiality.
- Associates Degree (preferred) or four years' experience in office management.

**WORKING CONDITIONS:**

- General office setting.
- Extensive use of computer is required.
- Mostly sitting; occasional standing, bending, walking or lifting may be required.

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

**COMPENSATION:**

- Hourly rate of pay \$18.00-\$21.00, dependent upon background and experience in similar roles
- Monthly health insurance premium for employee paid 100% by Merced Housing Texas
- Simple IRA contribution match, up to 3% of salary
- Generous sick, vacation, and holiday pay

Merced Housing Texas is an equal-opportunity employer and is committed to a culture that prioritizes and values diversity, equity and inclusion for both staff and those we serve.

***If you are interested in joining a fun, collaborative team that is deeply committed to our mission of providing affordable housing, please send your resume to [jesse@mercedhousingtexas.org](mailto:jesse@mercedhousingtexas.org)***