



Alliance for Housing- Landlord Engagement Specialist, part time position opening

The Landlord Engagement Specialist will play a critical role in the expansion and growth of the Alliance for Housing, Oakland County's Continuum of Care (CoC). The ideal candidate for this role is a "self-starter" and enjoys working with a diverse group of organizations and people. This part time position will require local travel and a person must have their own vehicle for use.

Essential functions:

- Expand the network of landlords with whom the Alliance and housing provider agencies in Oakland County engage with
- Explain to landlords the Oakland County Unlocking Doors and web based housing platform and the value of working with CoC housing providers.
- Maintain current list of landlords willing to work with housing providers; for landlords no longer willing, keep record of reason(s) why.
- Develop and maintain Landlord marketing materials
- Assist with mediation of issues that arise between landlord and tenant and/or landlord and housing providers as it relates to the Landlord Mitigation fund.
- Represent the Alliance for Housing at landlord meetings and networking events and coordination of such events.
- Lead the Alliance Landlord Engagement workgroup.
- Conduct annual survey of landlords that engage and work with the Alliance and CoC housing providers.
- Assist in branding the Alliance for Housing by building relationships with current and engaging with new community partners.
- Other duties as assigned.

Skills and Specifications:

- Great verbal and written communication skills.
- Accomplishes organization's missing by completing related actions as needed.
- Enjoys interactions with others, including in a group setting with a diverse background.

Minimum requirements:

Be a U.S. citizen, U.S. national or a lawful, permanent resident of the U.S. and provide a copy of a birth certificate, passport or permanent resident card to prove citizenship.

- Bachelors or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
- Complete a criminal history check.
- Possess proficiency with word processing software and email.
- Be able to interact respectfully with individuals from diverse socio-economic backgrounds.
- Be flexible for day/evening engagement opportunities
- Attend virtual and in person meeting, events

Please send a resume to Leah McCall at Lmccall-alliance@oaklandhomeless.org

