

## POSITION DESCRIPTION

**TITLE:** GREATER CIRCLE LIVING PROGRAM COORDINATOR  
**REPORTS TO:** GREATER CIRCLE LIVING ADMINISTRATOR

### SUMMARY OF POSITION

Fairfax Renaissance Development Corporation (FRDC) is seeking an organized, energetic individual to assist in the administration of the Greater Circle Living Program (GCL). GCL is an innovative employee housing assistance program for employees of anchor institutions and nonprofits in the Greater University Circle (GUC) area. The program provides financial incentives for employees to live in the GUC area. FRDC is searching for an individual with a track record of operating in a fast paced environment with outstanding communication, organizational, and customer service skills. The position requires occasional weekend and evening activities.

The successful candidate will:

1. Have experience in program operations including intake, customer service and reporting. Candidate must be able to perform administrative functions such as application processing, managing multiple deadlines, scheduling appointments, responding to phone calls and written inquiries about the program, and attend and document meetings.
2. Have experience in public speaking, marketing and outreach.
3. Demonstrate outstanding organizational and record management skills and have the ability to manage and analyze large amounts of data
4. Have experience clearly communicating program guidelines to applicants from various socioeconomic sectors as well as of program partners of varying management levels.
5. Have the capacity to learn, understand, and navigate the unique dynamics of the program.
6. Demonstrate strong customer service skills and the ability to resolve in a professional manner misunderstanding of program procedures for persons unfamiliar with the home buying process.
7. Be able to co-manage contractor relations and assure compliance regarding project bidding and contractor performance in tandem with a project consultant.
8. Possess and demonstrate critical thinking skills in order to analyze program-related processes and systems, develop appropriate modifications and implement agreed improvements.

### ***Required Qualifications***

1. A Bachelor's degree. Four years of full-time, paid, progressively responsible experience can be substituted in lieu of Bachelor's degree.
2. Ability to work with diverse groups of people including stakeholders including, community-based organizations, community leaders, public officials, anchor institution staff, realtors and the banking community.
3. Understanding of contemporary urban neighborhood issues and knowledge of public and private organizations working to address urban challenges.
4. Extensive experience and proficiency with use of organizational technology, specifically Personal Computers and related software/hardware (such as Microsoft Office Suite and cloud-based technology) to support design and implementation of project management and organizational systems.
5. Excellent interpersonal and writing skills, highly organized, understands the importance of details, and demonstrates the ability to manage multiple projects and meet deadlines.

### ***Preferred Qualifications***

Master's Degree  
Demonstrated experience in program management  
Minimum two years' experience with Real Estate transactions

Send resumes to: [TPowell@fairfaxdev.org](mailto:TPowell@fairfaxdev.org)

**Phone calls will not be accepted for this opportunity**