



Open Up Job Description: Program Specialist

Reports To: The Program Specialist will report to the Program Director.

Job Overview: 20-25 hours per week. Paid hourly, \$11.10/hour. Flexible work schedule preferred (including occasional weekend and/or evening hours).

Responsibilities and Duties:

- Recruitment
 - Attend and support events, meetings, info sessions, etc.
 - Assist ED and PD to develop and implement recruitment strategy
- Admissions
 - Manage communication with applicants
 - Review applications
 - Conduct interviews and home assessments
 - Contact references
 - Run background checks and income verification
 - Assist PD to determine acceptance
- Matchmaking
 - Assist PD with match search as needed
 - Assist PD with match introductions and home visits as needed
 - Assist PD to facilitate agreement signing meetings as needed
 - Confirm moving logistics and other matters as they apply
- Match support
 - Trial period check-ins
 - Facilitate agreement renewal meetings
 - Provide ongoing (usually monthly) support for each match as needed
 - Collect rent and fees
- Match closure
 - Facilitate match closure meetings
 - Confirm moving logistics and other matters as they apply
 - Provide support for each party as needed
- Measure outcomes, collect stories, and report on program data

Qualifications:

- BSW or equivalent undergraduate degree
- Preferred 1 year experience working in housing, career, or other case management
- Confident in problem-solving, conflict mediation, and providing emotional support

To apply, please send your cover letter and resume to Kayla VandenBosch at kayla@letsopenup.org by February 25th.

Open Up is a small startup nonprofit specializing in innovative solutions to the housing crisis. We are housing matchmakers opening up affordable rooms and rentals by tapping into underutilized existing housing stock in Metro Denver.

Open Up partners with various career development organizations in the city to connect hardworking adults and families who are actively pursuing economic self-sufficiency with attainable transitional housing options that are safe, clean, affordable, and promote overall health. These matches are vetted, empowering, relational, and mutually beneficial; neighbors have access to a stable foundation while homeowners and property owners earn extra income and make a difference in the community.

Our team is made up of two full-time staff members (Executive Director and Program Director) and a number of board members, independent contractors, and volunteers. In 2018 we made 19 new matches and our 2019 goal is to make 40 new matches.

Learn more about Open Up at LetsOpenUp.org.