

**About SEND:**

[Southeast Neighborhood Development \(SEND\)](#) is a 501c3 non-profit community development corporation created by residents to revitalize the near southeast side of Indianapolis. SEND advocates for housing, economic, and social equity by collaborating with residents, business owners, and community partners to create and maintain inclusive, healthy, and vibrant neighborhoods in southeast Indy. SEND accomplishes this mission through creating, maintaining, and sustaining quality affordable housing, economic development, and community building.

Position Summary:

SEND's housing program serves low-moderate income households, and is committed to compliance with all federal, local, and state fair housing laws. SEND does not discriminate against any person because of race, gender (sex), disability, familial status, national origin, sexual orientation, or gender identity. SEND seeks a qualified candidate to serve as the organization's Housing Program Assistant. The Program Assistant will support SEND staff and leadership to advance the organization's housing strategic plan. The position is considered part-time, with a range of hours between 20-30.

Position Responsibilities:

- Provide redundancy in ensuring all HOME and other grant processes are followed according to established policies and procedures.
- Assemble and submit documentation for reimbursement claims.
- Assemble documentation for all housing program grants, including pre-contract, quarterly, and completion reports.
- Provide support in all processes related to the sale of properties after completion.
- Provide support in assembling supporting documents for grant applications.
- Support SEND leadership and staff with additional housing program needs, including monthly meeting preparation, and outreach and engagement efforts.

Knowledge, skills, abilities, and other characteristics:

- Organized and self-sufficient, ability to work independently.
- Skilled in monitoring fiscal performance to ensure adequate funding for grant and contract program operations and expenditures that comply with applicable regulations; reviewing, modifying, and implementing operating policies, practices, and procedures; writing to produce clear, concise, and accurate correspondence, presentations, and reports.
- Ability to professionally interact with all levels of staff, clients, and other affordable housing partners, and to meet multiple and conflicting deadlines to accomplish department goals and mission.
- Proficient in the use of the Microsoft suite (including advanced Excel skills)

Qualifications:

Any combination of education and experience equivalent to a bachelor's degree in business or public administration, or management. Preference will be given to bilingual candidates. Please send cover letter, resume, including salary requirements, to kelli@sendcdc.org. Candidates are subject to background check and e-verification.

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