



**Position Description**

<b>Position</b>	Project Intake Specialist	<b>Status:</b> Vendor, Independent Contractor
<b>Reports to</b>	Deputy Director	<b>Revision Date:</b> 12/2022
<b>Scope</b>	Data coordination and intake for volunteer maintenance program through December 2023	
<b>Contract Summary</b>	Martindale Brightwood CDC's model for neighborhood revitalization is a resident-inclusive, one-block-at-a-time approach with the goal of increasing the stock of safe affordable housing. The Martindale Brightwood Volunteer Maintenance program is designed to help seniors in need of maintenance and preservation projects, like mowing, landscaping, and gutter cleaning. This model reinforces our motto for community development from the inside out.	
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• Client intake</li> <li>• Assist with weekly project scheduling</li> <li>• CRM utilization/data entry and reporting</li> <li>• Participation in outreach and neighborhood meetings</li> </ul>	
<b>Preferred Qualifications</b>	Excellent customer service experience Data entry experience Strong written and verbal communication skills	
<b>Preferred Competencies</b>	<u>Knowledge:</u> <ul style="list-style-type: none"> <li>• Demonstrate effective verbal, written, telephone, and email communication skills</li> <li>• Demonstrate effective people skills; must be able to communicate with individuals with diverse backgrounds, education, economic levels, and ages</li> <li>• Anticipates and alerts team members of problems with projects or processes</li> <li>• Proficient in computer skills, including Microsoft Word, Excel, Salesforce CRM, and Google forms</li> <li>• Familiar with the Martindale Brightwood community</li> </ul> <u>Skills:</u> <ul style="list-style-type: none"> <li>• Ability to assess client needs and ensure proper intake</li> <li>• Proficient at following up and closing projects efficiently</li> <li>• Ability to prioritize, organize projects, and follow up with internal and external clients and team members</li> </ul>	
<b>Interested in applying?</b>	Please send resumes to Joi Harmon at <a href="mailto:jharmon@mbcdc.org">jharmon@mbcdc.org</a> .	