



POOLED ACCOUNTS TRUST COORDINATOR

Department: Operations

Reports to: Pooled Accounts Trust Administrator

Employment Status Classification: Part Time Hourly

Job Description Summary:

The Pooled Accounts Trust coordinator is a key member of the Community Housing Network's Pooled Accounts Trust team. The Pooled Accounts Trust coordinator is a Part Time Hourly Non Exempt position. The Pooled Accounts Trust coordinator is a part time hourly position not to exceed 28 hours per week. The Trust Coordinator is responsible for assisting with the day to day administration of the trust. The position will handle routine and non-routine correspondence as well as update and maintain specific account information. This position will coordinate all online media components and manage the Springhill Pooled Trust website. This person may also attend local events to promote the trust.

Essential Functions:

- Update the SHPAT website with our current information as well as other relevant information.
- Help produce, edit and publish education information for the website and online marketing.
- Physical and electronic file maintenance.
- Communicate with Beneficiaries and/or their guardians to update information.

Qualifications/Requirements:

- Advanced understanding of various computer applications and video editing software.

Developed 01/19



- Strong communication and decision-making skills
- Ability to multi-task in a fast-paced, ever-changing environment.
- Must be trustworthy.
- Analytical and problem-solving skills.
- Trust experience preferred.

Transportation Requirements: Access to reliable transportation, possession of a valid driver's license, and maintenance of automobile insurance coverage that meets minimum organization requirements (100/300/100 coverage).

Physical Demands:

While performing the functions of this job, the position is both sedentary and at times requires the ability to be active including standing, bending, lifting and/or arranging files and office products and supplies and may require employee to periodically stand on a short step stool to access files.

To apply for this position OPEN HERE:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3aa7a5be-ba3e-4943-9815-6be640408aaa&jobId=150615&lang=en_US&source=CC2&ccId=19000101_00001

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