

York County Community Action Corp.

YCCAC is a nonprofit organization whose mission is to alleviate the effects of poverty, attack its underlying causes and to promote the dignity and self-sufficiency of the people of York County, Maine.

HYBRID POSITION

Rent Relief Specialist

Permanent; 40 hours/week

Job Summary

- Ability to clearly explain program requirements to applicants.
- Gathers the necessary documents and information to complete an application.
- Collates and reviews required documentation for applications.
- Provides appropriate referrals to other departments within the agency.
- Supports the mission of the organization in supporting both the coordination and integration of services and programs.

Qualifications

- Ability to clearly explain program requirements and accurately transcribe and document the information necessary to process application in a timely fashion.
- Ability to organize and review data for accuracy and completeness.
- Possess excellent math skills.
- Possess exemplary customer services skills.
- Enjoy servicing others and working in a collaborative environment.
- Ability to perform work, attend staff meetings and trainings in an office or a remote environment as required.
- Confidentiality is a requirement of this position.
- Working knowledge of office equipment, including Microsoft Office, Excel, Word and Outlook.
- Must not have an active record on the System for Award Management (SAM) website.

Visit our web site at www.yccac.org for an application. Completed resumes and applications will be accepted until November 19, 2021. Resumes/applications may be reviewed upon receipt. **Serious inquiries only please.**

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(207) 324-5762 or 1-800-965-5762
Fax (207) 459-2838 apply@yccac.org
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