



San Juan Community Home Trust

*Community Preservation Through
Forever Affordable Homes*

A Federal 501(c)(3) Nonprofit Organization

STEWARDSHIP COORDINATOR

The San Juan Community Home Trust creates permanently affordable housing for low- and moderate-income island residents. By doing this the Home Trust promotes economic diversity and development and supports a sustainable island community while practicing responsible stewardship of our rural environment.

The Home Trust is a Community Land Trust (CLT).^{*} Our homeowners partner with us as stewards of affordability. The Home Trust is a registered 501(c)(3) nonprofit organization. As a nonprofit organization, the Home Trust can apply for grants and accept tax-deductible contributions from individuals, foundations, and agencies that support homeownership. With these funds, the Home Trust can subsidize the cost of land, infrastructure, and construction of new homes. Homebuyers must obtain a mortgage for the affordably priced home and also agree to limit the eventual resale price of the home to insure that it is perpetually (i.e., forever) affordable to working people. The increase in resale price is restricted by a formula, currently increasing 1.5% per year of the initial sale price, compounded annually.

** A Community Land Trust, (a CLT), is a type of organization that separates the cost of land from the cost of a home. The land is held in perpetuity by the nonprofit organization, while the homes are sold to income qualified buyers.*

POSITION DESCRIPTION

The Stewardship Coordinator is responsible for the development and implementation of asset management strategies to ensure that the Home Trust's properties are maintained in perpetuity, as well as ensure the success of our programming through homeowner support and funder compliance. The Stewardship Lead is hired by and reports to the Executive Director, and works closely with the Home Trust's collaborative team of staff and committees. The Stewardship Lead will also work with the Project Committee to assess potential new project acquisitions and bring those projects into the Land Trust portfolio.

- Support members of HOAs to understand and carry out their responsibilities as active stewards of our neighborhoods.
- Maintain a strong understanding of the nuances in each neighborhood's community agreements and assist neighborhoods with maintaining a strong understanding.
- Coordinate and help lead volunteer and homeowner work days to help maintain and improve common areas in Home Trust neighborhoods.
- Assist Director of Homeownership to ensure that all Local, State, and Federal agency regulation requirements are met; this may involve a variety of tasks from

supporting homeowner surveys, to ensuring environmental requirements are implemented properly in neighborhoods after construction.

- Work with E.D. to create an asset management plan and oversee capital needs for existing neighborhoods.
- Help provide initial assessments and oversee bid processes for repairs and capital maintenance needs.
- Schedule and oversee maintenance of Home Trust assets; our existing LOSS system, vacant lands, and certain commonly held areas within developments. This includes activities like coordinating annual backflow inspections, addressing emergencies in common areas such as broken pipes, or providing a bridge to neighborhoods for municipal partners for leaks/etc.
- Attend HOA meetings in neighborhoods to support with questions. Help maintain records of HOA documents and maintain updated records for each neighborhood.
- Read & Track Water Meters in each neighborhood on a monthly basis.
- Help build & maintain relationships with local contractors. Assist Homeowners with finding appropriate contractors to maintain their homes adequately.
- Work with our Board Stewardship Committee to meet goals for well functioning neighborhoods.
- Seek and implement opportunities for beautification projects and improvements to neighborhoods led by homeowners.
- Help provide input to the Board FRPO and Projects teams about needs and communicate challenges and strengths of the program upwards to the Board.
- Work with the Executive Director and Board Team to assess potential properties for Home Trust acquisition.

Requirements and skills

- Demonstrated experience in a related area.
- Strong administrative and project management skills.
- Basic knowledge of carpentry, plumbing, electrical.
- Excellent communication and interpersonal skills
- Experience with, and/or ability to learn about, condominium rules and regulations
- Ability to work independently and self-manage projects and tasks.
- Ability to hold boundaries and assist the HOAs in policy enforcement.
- Commitment to a collaborative staff culture and a focus on DEI strategies
- Reliable, patient, and committed to building a better world.
- **Spanish/English bi-lingual fluency will be especially prioritized in this role.**

STAFFING AND OPERATIONS

Currently we operate with a 3-person FTE and the assistance of 2-3 contracted part-time support staff. Our operational funding comes nearly 100% from the generosity of islanders. Our office atmosphere is informal, collegial, and flexible including some working from home. To learn more about our work, visit www.hometrusted.org



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PAY AND BENEFITS

This is a non-exempt, part-time hourly position with a range of \$25-\$30* per hour depending on experience, and room to grow. Position has flexible scheduling but will require some evening and weekend hours. 15-20 Hours/Week.

**This is a new position to improve the performance of our growing organization. We envision the position growing into full-time as agency funding allows and the duties described below reflect the aspirational goals of this new position.*

Benefits: This position will provide sick and vacation time as designated in the Home Trust employee handbook:

Non-Exempt Employees at the HOME TRUST are entitled to accrue paid sick leave. This leave will accrue at 1 hour of paid sick leave for every 40 hours of work.

Non-Exempt Employees: Vacation will be accrued at the rate of 1 hour of vacation per 26 hours worked after 6 months of employment and 1 hour of vacation per 17.333 hours worked after 5 years of employment. Revised 5/31/18

To be considered for this position, please submit a cover letter and resume to amanda@hometruster.org by May 31st 2024. The Home Trust will conduct interviews through June with a goal of a July 1st start date.