

# Solar Community Housing Association

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## JOB ANNOUNCEMENT

### **TITLE: SCHA Coordinator**

Hours: Part-time; 10-20/week; \$13.25/hour  
Application Deadline: November 9th, 2012  
Start date: December 1st, 2012

Solar Community Housing Association (SCHA) has provided affordable, sustainable, and cooperative housing in Davis, California since 1979. SCHA is comprised of three cooperative houses - Sunwise, J St., and the Corner Cornucopia Co-op, along with the student co-housing community, the Baggins End Domes, at the University of California, Davis.

SCHA has recently experienced rapid expansion through the successful completion of two projects. The Cornucopia Corner Co-op opened in 2011 after a LEED certified green retrofit of two historic homes. In 2012, SCHA began offering leases at the Baggins End Domes after comprehensive renovation including the organization of a Community Build that brought over 400 volunteers in one weekend. Both projects, one with the City of Davis and the other with the University of California, received generous support from the local community.

SCHA seeks a highly motivated individual with excellent organizational skills to perform day-to-day operations of the non-profit, working with and under the supervision of the SCHA Board of Directors. The ideal candidate will be detail-oriented, positive, patient, and creative.

In performing all tasks, the Coordinator will:

- Communicate effectively in-person and in writing with SCHA members, the SCHA Board, alumni, and community and professional networks of the organization
- Collaborate with directors to develop processes for the new position
- Promote the mission of SCHA to provide sustainable, affordable and cooperative housing

#### Examples of Duties:

- Provide administrative support for board of directors including taking meeting minutes, maintaining archive of minutes and coordinating with rotating facilitator to prepare for each SCHA Board Meeting
- Maintain and update membership and alumni contacts
- Receive and respond to mail and email correspondence; serve as contact point person for external organizations
- Coordinate development of annual newsletter and annual report
- Contribute to the maintenance of the SCHA website
- Attend committee meetings as needed for special projects
- Maintain handbooks and policy manuals

#### Minimum Qualifications:

- Excellent organizational Skills
- Excellent communication skills, both oral and written
- Technical skills: Excel, Word, and Wordpress
- Must be available to attend monthly meeting of board of directors

#### Preferred Qualifications:

- Experience with community organizing
- Experience with non-profit organizations

Position will be subject to renewal every six months by the SCHA Board of Directors.

**To apply, e-mail a cover letter and resume/CV to [scha.davis@gmail.com](mailto:scha.davis@gmail.com) with the subject line, "Application for SCHA Coordinator"\* , by November 9th, 2012.**

*The Solar Community Housing Association is an equal opportunity employer.*

\* The job announcement for "SCHA Assistant" has been superseded by this updated version with the job title as "SCHA Coordinator". Applications received for the SCHA Assistant position will be invited for consideration as SCHA Coordinator.