Job Title: Emergency Rental Assistance Intake Specialist

Pay: $17 per hour, non-exempt

Hours: 29-40 hours per week, LTE position

Worksite: Green Bay Office

Job Description:

This position will be responsible for providing financial assistance to assist eligible renters to maintain housing stability. The program will also assist eligible renters with arrearages on utilities and will provide services to renters, as allowed by law. This position will conduct applicant intake and assist with service coordination to other resources such as food and transportation. This position will answer questions, demonstrate attention to detail, and complete entry of applications into the system. Customer service experience, a plus.