



Job Announcement: Landlord Liaison

The non-profit Columbia Housing Center—whose mission is to champion and sustain thriving, racially-integrated communities in and around Columbia, Maryland—is seeking a landlord liaison. This position will report to the executive director. The successful candidate will have a central role in engaging and partnering with Columbia-area property managers and owners who will work with the Columbia Housing Center in our rental referral resource. In keeping with COVID-19 guidelines, the landlord liaison will initially work remotely.

The organization aims to establish a rental referral service that advances racial integration by helping property owners find renters and renters find homes that promote integration in our communities. The position is exempt, full-time with benefits; annual salary is \$60,000.

Essential functions include:

- Recruit property owners and managers to list their available apartments with the Housing Center
- Cultivate cooperative relationships with listing property owners and managers
- Ensure that owners and managers of publicly assisted homes in Columbia are recruited and cultivated along with those of market-rate homes
- Manage data from property owners/managers to carry out CHC's affirmative marketing program, including evaluation
- Develop and implement volunteer management system
- Populate and maintain the database of available apartments to make referrals
- Gather and manage data necessary for carrying out CDBG-funded activities
- Serve clients of the Columbia Housing Center, including making apartment referrals
- Participate in the Racial Equity Collaborative as a member of the CHC team

The Columbia Housing Center is an equal opportunity employer. Women and persons of color are especially encouraged to apply.

For more information about the Columbia Housing Center, visit columbiahousingcenter.org

To apply, please send a resume and cover letter to: info@columbiahousingcenter.org.