



pathfinders  
Empowering Youth. Changing Lives.

## POSITION ANNOUNCEMENT

Date of Notice: December 18, 2024  
Name of Position: Housing Specialist  
Respond to: Pathfinders  
4200 North Holton St, Suite 400  
Milwaukee, WI 53212

Closing Date: When filled  
Status: Full-Time  
Contact: [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org)

### Job Purpose and Reporting Structure:

Under the direction of the Pathfinders Director of Supported Housing, the Pathfinders Housing Specialist serves as the agency's main point of contact for all landlord and property management partners, fostering existing relationships and growing a strong and supportive landlord base. The Housing Specialist also assists Supported Housing Department staff and program participants with apartment searching, leasing, and managing payments, in addition to coordinating and assisting with moves as youth transition in and out of apartments.

### Essential Duties and Responsibilities:

- Serve as an ongoing liaison between landlords, property managers, and Pathfinders Supported Housing program staff, ensuring effective communication and strong collaboration between all parties.
- Foster existing landlord and property management relationships while developing new ones, promoting Housing First practices whenever opportunities present themselves.
- Work with the Pathfinders Development team to highlight the supportive work of current housing-related partners via social media and mailed agency publications.
- Seek out new apartments for youth program participants that align with budgetary expectations and participant preferences, and schedule showings (in conjunction with case management staff) whenever appropriate to do so.
- Conduct unit inspections, and file maintenance requests whenever necessary to ensure youth are housed in apartments that meet appropriate safety and habitability standards.
- Provide ongoing support to landlords, property managers, and Supported Housing program staff with regard to leasing and rent-related payments.
- Complete all required documentation in an organized and timely manner, and maintain contact notes for all landlord and/or property management interactions.
- Attend community-based landlord engagement and support events as opportunities present themselves.
- Create a Supported Housing Department monthly newsletter for landlord and property management partners.
- Participate in all program and agency meetings, trainings, and development opportunities.
- Facilitate quarterly meetings with SH Program participants educating them on landlord/tenant law.
- Complete other duties as assigned

### Qualification Requirements:

Requires education generally equivalent to a Bachelor's degree in the human service or a related field; requires knowledge and belief in Housing First philosophy and strategies. Previous experience working with landlords or property managers in a professional capacity is preferred.

### Additional Information

Position pays \$40,000 - \$45,000, Pathfinders offers medical, dental, vision and insurance, and the opportunity to join a caring and committed team of professionals.

### Response

Send letter of interest, current resume and salary expectations via email to [hr@pathfindersmke.org](mailto:hr@pathfindersmke.org). Please specify which position you are applying for. Organizational information can be found at [www.pathfindersmke.org](http://www.pathfindersmke.org). No phone calls will be accepted.

**An Equal Opportunity Organization** - Pathfinders is deeply committed to diversity in all that we do. We welcome applications from all individuals including those who mirror the diversity of our youth and the community we serve.