



MOUNTAINSIDE COMMUNION

A community of Christ followers desiring to
do justice, love kindness, and walk humbly with God.

Job Description

TITLE: Director of Housing Displacement Response Program (HDRP)
REPORTS TO: Lead Pastor
HOURS/WEEK: 5 - Part time (Hours may fluctuate week to week based on client case load)
SALARY: \$30 per hour

POSITION SUMMARY

The Director of HDRP is responsible for leading and overseeing the implementation of the Housing Displacement Response Program (HDRP), a partnership between Mountainside Communion and the City of Monrovia.

The Housing Displacement Response Program is designed to prevent displacement and homelessness for Monrovia renters experiencing acute financial hardship. Through this program, the City of Monrovia establishes a benevolence fund that provides one-time financial assistance to Monrovia residents who meet established program criteria. This position is contingent upon the annual renewal of the HDRP program by the City of Monrovia in partnership with Mountainside Communion.

This is a part-time position averaging approximately **five (5) hours per week**. Workload may vary from week to week depending on application volume, reporting requirements, and community need..

SPECIFIC DUTIES

Program Administration

- Oversee, coordinate, and implement the HDRP application process and arrange for the distribution of approved financial assistance.

- Review applications in accordance with established HDRP guidelines and communicate with City of Monrovia staff as needed to ensure compliance with program criteria and funding requirements.
- Maintain accurate program records and prepare reports using established reporting and outcome measures.
- Work with the Mountainside Treasurer and City of Monrovia representatives to reconcile financial records and ensure responsible stewardship of program funds.

Housing Advocates

Housing Advocates are approved community partner organizations that serve Monrovia residents who may be eligible for HDRP assistance. Community partners are approved by the Director of HDRP and agree to program expectations that enable them to accompany clients through the application process.

- Recruit, train, approve, support, and coordinate Housing Advocate partner organizations.
- Serve as the Housing Advocate for Mountainside Communion.

Community Engagement

- Collaborate with City staff to review housing situations that require additional discernment beyond standard program criteria, including occasional site visits when appropriate.
- Represent Mountainside Communion at occasional community meetings, housing forums, and partner gatherings related to the HDRP.

SUPERVISION

The Director of HDRP will participate in:

- Monthly supervision meetings with the Lead Pastor.
- Semi-annual meetings with City of Monrovia representatives and Lead Pastor.
- Mountainside Communion All-Staff meetings 1-2 times each month. (There is a standing in-person meeting on the 2nd Wednesday of each month at 11am.)

QUALIFICATIONS AND SKILLS

- A passion for contributing to the mission of Mountainside Communion and the Housing Displacement Response Program in partnership with the City of Monrovia.

- Demonstrated commitment to serving individuals and families experiencing housing insecurity with dignity, compassion, and respect.
- Strong organizational, interpersonal, and written communication skills.
- Ability to exercise sound judgment, maintain confidentiality, and apply program criteria consistently while responding with compassion.
- Ability to work independently while building collaborative relationships with community partners, city staff, and volunteers.
- Experience in nonprofit, social services, ministry, community engagement, or a related field is preferred.
- Proficiency with basic office software and recordkeeping systems.

Other Requirements

- Reliable transportation for occasional meetings or site visits within Monrovia.
- Ability to pass any background screening required by Mountainside Communion or the City of Monrovia.
- Other duties as assigned.

PHYSICAL REQUIREMENTS

This position primarily involves administrative, relational, and community-based work. The employee must be able to perform computer and office tasks for extended periods; communicate effectively in person, by phone, and electronically; and travel locally to meetings, residences, and community locations. The position may occasionally require standing or walking for extended periods and lifting or carrying materials weighing up to 20 pounds.

Applications can be sent to Josh Smith at joshsmith@mtside.org. Please include a cover letter & resumé.