



SOUTH DAKOTA
**Native Homeownership
Coalition**

www.sdnativehomeownershipcoalition.org

Job Title: Homeownership Program Coordinator

Organization: South Dakota Native Homeownership Coalition (SDNHOC)

Location: Remote

Status: Part-Time

Reports To: Executive Director

Overview

The South Dakota Native Homeownership Coalition (SDNHOC) is a 501(c)(3) nonprofit organization and a diverse group of over 75 tribal, state, federal, nonprofit, and private sector stakeholders working to identify barriers, share innovative solutions, and leverage resources to create a clear path to homeownership for Native people in South Dakota.

Mission:

SDNHOC's mission is to expand homeownership opportunities for Native people in South Dakota by fostering collaboration, increasing access to resources, and advancing innovative solutions that address systemic barriers.

The Part-Time Homeownership Program Coordinator will support coalition efforts to expand homeownership opportunities, strengthen partnerships, and advance program priorities that increase access to affordable housing for Native families.

Key Responsibilities

- Coordinate and support SDNHOC programs, initiatives, and meetings aligned with coalition priorities.
- Assist in implementing strategies that increase homeownership opportunities, including education, financing access, and housing development efforts .
- Attend and actively participate in Homebuyer Readiness and Native Veterans committee meetings.
- Support completion of coalition milestones and priority initiatives.
- Serve as a community-level “doer” by helping move projects forward and supporting on-the-ground implementation.
- Support communication and collaboration among coalition members, partners, and community stakeholders.
- Help organize trainings, events, and outreach activities related to homeownership education and resources.



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- Track program activities, outcomes, and reporting requirements.
- Assist with maintaining and improving resource tools (e.g., website content, guides, and outreach materials).
- Support efforts to identify barriers to homeownership and contribute to solutions and policy recommendations.

Qualifications

- Strong program management experience.
- Excellent communication, conflict resolution, and problem-solving skills.
- Strong technology skills, including proficiency in Microsoft Word, Excel, PowerPoint, social media platforms, and virtual meeting platforms such as Zoom and Microsoft Teams. Knowledge of Salesforce and QuickBooks is preferred but not required.
- Strong financial management skills.
- Understanding community development and homeownership in a Native context.
- Ability to maintain a high level of energy, initiative, and engagement with staff and community partners.

Preferred Attributes

- Experience working with tribal communities or Native-serving organizations.
- Familiarity with housing programs, financing tools, or community development initiatives.
- Ability to work independently while collaborating across diverse stakeholder groups.