



FULL CIRCLE
communities

Service Programs Analyst, Chicago, IL

At Full Circle Communities, Inc., our mission is to expand access to quality affordable housing through preservation and development, thoughtful design, and the provision of significant and targeted services to our residents. We achieve our mission collaboratively – with our residents, our communities, our industry partners, and our fellow employees.

An entrepreneurial non-profit, we look for committed and enthusiastic individuals who are energized by the challenges of creating and operating service-rich affordable housing, and we invest in our team members' growth as we expect them to do in ours.

Job Description:

Full Circle is seeking a Service Programs Analyst to support our Real Estate Development and Property Management teams. Specific duties of the Service Programs Analyst include:

- Support FCC in analysis of existing service programs
- Assist Real Estate Development team with initial service analysis for proposed development activities
- Assist Property Management staff with financial modeling for annual service provision
- Research 3rd party initiatives nationwide to inform leadership of new trends or practices in the field of supportive housing
- Assist grant-writing opportunities through data analysis and written narratives

Qualifications and Skills:

The ideal team member has an inquisitive mind, strong attention to detail, and will bring flexibility and energy to their activities. They will display professional written and verbal communication skills and will thrive in diverse settings, whether in data entry and analysis or engaging with the community. Prior experience in social work, psychology, health care or public policy is strongly preferred.

Compensation:

Compensation is competitive and commensurate with experience. Benefits include health, dental, vision, IRA, life and supplemental insurance. Full Circle is an equal opportunity employer.

Full Circle Communities, Inc. currently has ownership/affiliated interests in and manages roughly 1,000 apartment units in Illinois, Iowa, Michigan and Florida. We are located in Chicago, Illinois, near UIC. Our corporate office functions in a relaxed, business casual environment.

If you want to work with a like-minded team, please send your resume, cover letter and salary requirements to hrjobs@fccommunities.org or fax them to 847-480-3573 with the title/heading "Service Programs Analyst"

