



# Housing Specialist

Housing Assistance Council

1025 Vermont Avenue, Suite 606

Washington, DC 20005

[www.ruralhome.org](http://www.ruralhome.org)

## HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit dedicated to helping local organizations across rural America build affordable homes and vibrant communities. To accomplish our mission, HAC provides its partners with technical assistance, training and below-market financing to build affordable housing. We also maintain a prominent role in developing national housing policy, informing Congressional action and publishing research. Our emphasis is on helping the poorest of the poor in the most rural places, particularly regions and populations with high needs: Native American communities, the Mississippi Delta, farmworkers, the southwest border colonias, and Appalachia.

### POSITION DESCRIPTION

The Housing Specialist contributes to all aspects of HAC's mission through a combination of responsibilities and special projects involving place, people, and community-based strategies. With a primary focus on development and sustainability of capacity to improve the housing conditions for the rural poor, the Housing Specialist is responsible for providing direct technical assistance, coaching, and training to nonprofit organizations, government agencies and others pursuing affordable housing and community economic development opportunities through state and federal programs.

### PRIMARY RESPONSIBILITIES

The Housing Specialist is primarily based in either the Southwest or Western states (and within a 2-hour or less proximity to a major airport) and works with local partner organizations to identify financial resources and funding opportunities to support the preservation and development of affordable housing and community and economic development strategies specifically throughout expanses of Southwest and/or Western rural America. Duties include the following:

- Provide housing and organizational development related technical assistance, training, and information to nonprofit organizations, government entities, local communities and others to enhance their capacity to respond to their housing needs.
- Provide input on development of training and materials on a variety of rural housing and organizational development topics.
- Monitor housing needs and activities of specifically assigned communities and/or organizations.
- Develop workplans to ensure the delivery of technical assistance and training and monitor progress in achieving stated goals.
- Maintain contact with agencies, organizations, and state and local officials to provide and

receive information on rural housing policy and program implementation.

- Serve as a liaison between local communities and governmental agencies in efforts to secure funds and other assistance, including assisting in the development of applications for funding and interpreting the housing needs of local communities to governmental agencies.
- Support and coordinate on implementation of research and information activities and loan fund activities, as needed.
- Plan and coordinate work with HAC staff and external partners.

## **QUALIFICATIONS**

Certain education, knowledge, skills, and abilities for this position is required. Other abilities and experience are preferred.

### *Required*

- Undergraduate degree in public administration, business, economics, political science, regional planning, sociology, or other related field or equivalent relevant work experience
- Four years of relevant nonprofit or tribal organization work experience
- Knowledge of applicable federal, state, and local laws, rules, and regulations, particularly those related to planning, zoning, and land use, as well as demonstrated knowledge of HOME and CDBG programs and associated federal programs
- Demonstrated experience with federal programs such as HUD and USDA funding programs, including those focused on Native Americans, Farmworkers, and the Colonias
- Strong working knowledge of Microsoft Office, including Word, Excel, Outlook, and PowerPoint

### *Preferred*

- Advanced degree in public administration, business, economics, political science, regional planning, sociology, or specific education and or training in architecture or construction science
- Project management experience specific to affordable housing
- Experience with Low Income Housing Tax Credits funding and Private Activity Bonds
- Experience with administering contracts, grant administration, and compliance monitoring
- Bilingual proficiency in English and Spanish

## **COMPENSATION AND BENEFITS**

HAC offers competitive wages, benefits, and growth opportunities consistent with industry standards. Flexible benefits packages include health insurance; life and other insurance; financial benefits, to include a retirement plan with partial employer match; time off; and work/life benefits, to include education assistance. **Salary range is \$50,000 to \$65,000 per year, depending on qualifications.**

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

While his position operates in a professional office environment, travel is required. The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- This role routinely uses standard office equipment such as computers, phones, photocopiers, printers, filing cabinets, and fax machines.
- This role routinely uses the English language to engage with internal and external stakeholders by phone, email, and in person. Employee is expected to be able to accurately exchange information with these stakeholders.
- The employee must be able to lift, up to, 15 pounds at times.

## **EQUAL OPPORTUNITY EMPLOYMENT INFORMATION**

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices on the basis of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply.

## **TO APPLY**

Please email a resume and brief cover letter (please include salary requirement) to [jobs@ruralhome.org](mailto:jobs@ruralhome.org) with "Housing Specialist" in the subject line. Applications considered as received, with interviews starting immediately.

<b>Position Title</b>	Housing Specialist
<b>Reports to</b>	Director, Technical Assistance & Training
<b>Business Unit</b>	Training & Technical Assistance Division
<b>Location</b>	Non-Specific
<b>FLSA Status</b>	Exempt
<b>Employment Status</b>	Full-time
<b>Supervisory Responsibility</b>	None
<b>Telecommuter Status</b>	Remote location eligible