



Housing Specialist – Native American Communities

Housing Assistance Council

1025 Vermont Avenue, Suite 606

Washington, DC 20005

www.ruralhome.org

HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit that strengthens communities across rural America through investment and assistance with affordable housing and community and economic development. We deliver technical assistance, training and affordable loans to local organizations, and shape federal policy and the affordable housing industry with research, information, and policy development. At HAC, we celebrate the rich diversity of rural America and proudly maintain a diverse staff and Board of Directors. We are an equal opportunity workplace whose decades of success come from being open, inclusive, and connected to each other. HAC's hiring and employment practices treat everyone fairly and equally regardless of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. Black, Indigenous and people of color are strongly encouraged to apply.

POSITION DESCRIPTION

The *Housing Specialist – Native American Communities* is responsible for providing direct technical assistance, coaching, and training to tribal communities, tribal housing departments, tribal housing authorities, and nonprofit organizations serving tribal communities. The *Housing Specialist – Native American Communities* 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 position comes with a competitive salary, generous benefits, and the opportunity to work in a fun and mission-focused environment.

PRIMARY RESPONSIBILITIES

The Housing Specialist – Native American Communities collaborates with partner organizations to build capacity and support the preservation and development of affordable housing and community and economic development strategies in tribal communities.

Primary responsibilities for this role include (but are not limited to):

- Providing technical assistance, training, and information on housing and organizational development to local partners working in, or serving, tribal communities.
- Helping develop training and materials on a variety of rural housing and organizational development topics.

- Monitoring housing needs and activities of specifically assigned communities and/or organizations.
- Developing workplans that deliver technical assistance and training and monitor progress in achieving stated goals.
- Communicating information with agencies, organizations, and state and local officials on rural housing policy and program implementation.
- Serving as a liaison between local entities 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.
- Working together with HAC's other areas of expertise, including research, lending and policy.
- Planning and coordinating 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

- Four years of relevant nonprofit or tribal organization work experience;
- Strong writing and speaking skills, including experience with group facilitation;
- Knowledge of tribal trust land development issues;
- Experience with federal housing programs including ONAP, HOME and CDBG programs and USDA funding programs;
- Strong working knowledge of Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Commitment to social justice and interest in rural people and places; and
- A positive attitude and professional, working well under pressure, treating others with respect and consideration regardless of their status or position, accepting ownership of assignments and taking accountability for one's own actions.

Preferred

- Undergraduate degree in public administration, business, economics, political science, regional planning, sociology, or other related field or equivalent relevant work experience.
- 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.

COMPENSATION

HAC offers a competitive compensation package with excellent benefits and growth opportunities. Our generous benefit package includes health insurance; life and other insurance; and a retirement plan with an employer match.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This 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.

TO APPLY

Please email a resume and brief cover letter to jobs@ruralhome.org with "*Housing Specialist – Native American Communities*" in the subject line. Applications will be reviewed upon receipt, with interviews starting immediately. Submissions received without cover letters with the required salary information will not be considered.

Position Title	Housing Specialist – Native American Communities
Reports to	Senior Housing Specialist
Business Unit	Capacity Building
Location	Varies
FLSA Status	Exempt
Employment Status	Full-Time
Supervisory Responsibility	None
Telecommuter Status	Position is eligible for telecommuting.