



Housing Assistance Council



Housing Specialist

ABOUT THE ORGANIZATION

Founded in 1971, the Housing Assistance Council (HAC) is a national nonprofit and a certified community development financial institution dedicated to helping local rural organizations build affordable homes by providing below-market financing, technical assistance, training, research, and information services. HAC's mission is to improve housing conditions for the rural poor, with an emphasis on 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 SUMMARY

The Rental Housing Development and Preservation – Housing Specialist will work under the guidance of the Rental Housing Development and Preservation – Senior Housing Specialist and will be responsible for providing technical assistance (TA) and support to nonprofit organizations involved in multifamily housing programs, with a specific focus on USDA 515 and HUD rural housing programs. The role involves assisting in managing a pipeline of 515 transfer technical assistance requests and offering hands-on support to TA recipients in acquiring USDA-funded affordable multifamily properties. The Rental Housing Development and Preservation – Housing Specialist will also collaborate with stakeholders, conduct training sessions, and contribute to the success of affordable housing initiatives while ensuring program compliance.

This position is remote work eligible and comes with a competitive salary, generous benefits, and the opportunity to work in a fun and mission-focused environment.

PRIMARY RESPONSIBILITIES

- I. TA and Guidance – 515 Transfers
 - a. Provide hands-on technical assistance to nonprofit organizations interested in acquiring USDA funded (Section 515) affordable multifamily properties.
 - b. Support TA recipients in obtaining and reviewing third-party reports such as appraisals and capital needs assessments.



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EMPLOYER AND LENDER

- c. Assist TA recipients in developing preservation and financing strategies.
 - d. Participate in evaluating properties using USDA Preservation Assessment Tool (PAT) and other feasibility tools.
 - e. Support TA recipients with purchase contract negotiations with sellers.
 - f. Assist in preparing and packaging USDA transfer applications and financing application preparation.
 - g. Collaborate with the Senior Housing Specialist in coordinating with USDA and shepherding the property transfer application through the USDA transfer process.
- II. General Preservation Technical Assistance and Guidance:
- a. Stay up to date on USDA 515 and HUD rural housing program regulations, policies, and guidelines to ensure compliance.
 - b. Conduct and deliver training sessions, workshops, and webinars on program regulations, policies, and best practices.
 - c. Respond to inquiries and provide prompt and accurate information on program compliance, eligibility, tenant certification, occupancy guidelines, and reporting requirements.
 - d. Contribute to the development and dissemination of educational materials, resources, and tools to support stakeholders in their understanding and implementation of multifamily housing programs.
- III. Stakeholder Engagement and Relationship Management:
- a. Assist in establishing and maintaining positive relationships with potential nonprofit purchasers of rural multifamily properties, government agencies, other community organizations, property owners/sellers, and tenants.
 - b. Collaborate with stakeholders to identify technical assistance needs, provide customized support, and contribute to achieving program goals.
 - c. Participate in collaborative initiatives and partnerships to enhance the delivery of multifamily housing programs and services.
- IV. Research and Knowledge Development:
- a. Stay abreast of industry trends, policy changes, and emerging best practices in affordable housing preservation and multifamily housing programs.
 - b. Contribute to developing program policies, guidelines, and resources using research findings and industry insights.
 - c. Disseminate knowledge and expertise through presentations, publications, and active engagement in conferences and working groups.



QUALIFICATIONS

- Bachelor's degree in a relevant field such as public administration, urban planning, or housing management.
- Direct experience in affordable housing programs, preferably with exposure to USDA 515 and HUD rural housing programs.
- Familiarity with regulations, policies, and compliance requirements of multifamily housing programs.
- Excellent interpersonal and communication skills, with the ability to work effectively with diverse stakeholders.
- Strong analytical and problem-solving skills, with the ability to assess program performance and contribute to improvements.
- Proficiency in using relevant software applications and databases.

COMPENSATION

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 \$65,000 to \$75,000 per year, depending on qualifications.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

While 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,
- 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, and
- 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

Send your resume and cover letter via email to jobs@ruralhome.org. The subject line should read: **Rental Housing Development and Preservation – Housing Specialist**. Cover letters should discuss your interest in the position and in working at HAC. Resumes without a cover letter will not be considered. Applications will be considered as received, with interviews starting immediately.

Position Title	Rental Housing Development and Preservation – Housing Specialist
Reports to	Director, Training and Technical Assistance
Business Unit	Training and Technical Assistance
Location	Varies
Employment/FLSA Status	Full-time, Exempt
Supervisory Responsibility	None
Telecommuter Status	Position is eligible for remote work

