



Program Coordinator – Capacity Building Programs

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 Program Coordinator plays an important role in the effective facilitation and management of various programs, predominantly funded through federal initiatives. This position ensures that project goals are aligned with organizational objectives, timelines, and budgets, while maintaining strict compliance with federal guidelines. The Program Coordinator will act as a key liaison between the funding agency and our organization, operating under the direction of the Program Manager.

The position is open to candidates located anywhere in the contiguous United States, within a two-hour drive of a major airport, enabling occasional travel as needed.

This position offers a unique opportunity for career development and advancement within the organization.

PRIMARY RESPONSIBILITIES

- **Project Planning and Development:** Collaborate with team members to develop and implement plans and goals.
- **Coordination and Communication:** Act as a liaison between teams and stakeholders, ensuring effective communication and coordination of activities.
- **Compliance and Reporting:** Track and analyze program performance and expenditures to ensure timeliness, accuracy, and program compliance. Prepare detailed reports on program progress and outcomes. Recommend improvements to meet program goals and objectives.
- **Problem-Solving:** Address challenges and problems as they arise, developing



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effective solutions in collaboration with relevant stakeholders.

- **Training and Support:** Provide guidance and training on internal systems and procedures to staff and contractors.
- **Data Analysis:** Conduct quantitative and qualitative data analysis to measure program success and identify areas for improvement.
- **Resource Management:** Oversee and manage the utilization of program resources, ensuring that resources are allocated appropriately and effectively.
- **Administrative Support:** Provide administrative support by handling scheduling, budgeting, and other organizational tasks to ensure smooth program operation.
- **Marketing and Promotion:** Support marketing and promotional efforts to raise program awareness and drive participation or engagement.

QUALIFICATIONS

- **Education and Experience:** An undergraduate degree in a relevant field such as Business Administration, Project Management, Public Administration, or a related discipline, or four years of related experience.
- **Organizational Skills:** Strong organizational skills with the ability to manage multiple projects simultaneously and meet deadlines.
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to convey information clearly and concisely.
- **Specific Expertise:**
 - Understanding of data with the ability to summarize findings with visualizations and translating them into actionable insights.
 - Experience with qualitative data analysis and creating summaries of work completed.
 - Task management skills, with a focus on ensuring timely completion of projects within budget constraints.
 - Governmental compliance, regulations, and reporting.
 - Experience in nonprofit, governmental, or community development is preferred.
- **Platforms and Systems:** A high level of proficiency in Microsoft Office Suite, including advanced skills in Excel, PowerPoint, and Word demonstrating the ability to harness the full capabilities of these tools for complex tasks and analyses, along with experience in utilizing Customer Relationship Management (CRM) systems.
- **Collaboration in a Virtual Work Environment:** Ability to work both independently and collaboratively, with the capability to demonstrate initiative and solve problems in a virtual environment.
- **Attention to Detail:** Attention to detail and a commitment to accuracy, particularly in compliance and reporting requirements.

COMPENSATION AND BENEFITS



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HAC IS AN EQUAL OPPORTUNITY
EMPLOYER AND LENDER

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The Program Coordinator – Capacity Building Programs is a full-time exempt position. The position reports to the Senior Housing Specialist. The salary for this position is between \$52,000 to \$62,000 per year, depending on qualifications. HAC offers competitive wages, benefits, growth opportunities consistent with industry standards, and the opportunity to work in a fun and mission-driven environment. 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.

PHYSICAL REQUIREMENTS

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

Please email a resume and brief cover letter to jobs@ruralhome.org with “Program Coordinator – Capacity Building Programs” in the subject line. 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 reviewed upon receipt, with interviews starting immediately.

Position Title	Program Coordinator – Capacity Building Programs
Reports to	Senior Housing Specialist
Business Unit	Training and Technical Assistance
Location	Varies
FLSA Status	Exempt



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Employment Status	Full-Time
Supervisory Responsibility	None
Telecommuter Status	Position is eligible for telecommuting.

