



Technical Assistance Implementation 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

As a key member of our team, the Technical Assistance Implementation Specialist will assist with oversight of key departmental initiatives and coordinate teams of subject matter experts to develop products and materials that meet the highest standards. The successful Implementation Specialist will be a skilled and experienced task manager who is proactive and efficient, capable of organizing and coordinating teams and prioritizes accuracy, data-driven analysis, and timeliness.

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

PRIMARY RESPONSIBILITIES

- **Project Management and Oversight:** Ensure all deliverables and reports are executed with precision and timeliness. Monitor progress and recommend improvements to meet program goals and objectives.
- **Collaboration and Leadership:** Foster a collaborative environment where subject matter experts are able to work efficiently to meet milestones through well-coordinated efforts.
- **Development Alignment:** Actively engage in all capacity building phases to guarantee alignment with the Capacity Building Program objectives.
Timelines and Deliverables: Develop, manage, and track project tasks and timelines. Assist team members in realizing timely project deliverables are completed on time and meet the highest standards.
- **File Management and Documentation:** Oversee file management. Promote best practices in document management to maintain order and accessibility within the department and organization.



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- **Performance Measurement and Data Hygiene:** Oversee the collection and entry of performance measurement data. Provide guidance and training on internal reporting systems and procedures to staff and contractors. Perform regular data hygiene tasks to ensure data quality and integrity. Review reports for accuracy and provide insights to guide project adjustments and improvements.
- **Reporting and Communication:** Regularly report on technical assistance progress, challenges, and successes. Communicate effectively with all stakeholders, translating complex data and project information into clear, actionable insights.

QUALIFICATIONS

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

- Certificate or Bachelor's degree in Project Management, Business Administration, or a related field, or equivalent experience in a similar role.
- Demonstrated experience in project management, with a proven history of coordinating projects from inception to completion.
- Strong organizational skills with the ability to manage multiple projects and meet deadlines.
- Collaborative team player with the ability to foster relationships with team members and stakeholders.
- A high level of proficiency in Microsoft Office Suite, including advanced skills in Word, Excel, and PowerPoint, along with experience in utilizing Customer Relationship Management (CRM) systems.
- Excellent verbal and written communication skills with the ability to report project outcomes clearly and effectively.
- High attention to detail, with a focus on producing accurate and timely reports.

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, including a retirement plan with partial employer match; time off; and work/life benefits, including education assistance. The salary range is \$62,000 to \$68,000 per year, depending on qualifications.



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HAC IS AN EQUAL OPPORTUNITY
EMPLOYER AND LENDER

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EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices based on 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 "Technical Assistance Implementation Specialist" 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	Technical Assistance Implementation Specialist
Reports to	Senior Housing Specialist
Business Unit	Training and Technical Assistance
Location	Varies
FLSA Status	Exempt
Employment Status	Full-Time
Supervisory Responsibility	None
Telecommuter Status	Position is eligible for telecommuting.

