**Rural Community Assistance Corporation **

3120 Freeboard Dr., Ste. 201

West Sacramento, CA 95691

**PHONE (916) 447-2854●FAX (916) 447-2878**

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| **JOB DESCRIPTION** | | | |
| Job Title: | Rural Housing Technical Assistance Specialist | Salary Grade: | 10 |
| Status: | Exempt | Supervisor: | Assistant Director, Housing Programs |
| Unit: | Housing | Department: | Housing/Development Solutions |

*Founded in 1978, RCAC is a 501(c)(3) nonprofit that operates in 13 western states and Pacific Islands. RCAC partners with underserved rural and Indigenous communities to achieve their vision and wellbeing through technical assistance, training, financial resources and advocacy. Throughout RCAC’s history, our dedicated staff and active Board have supported positive change in rural communities across the West. Our work reflects our core values of leadership, collaboration, commitment, quality, and integrity.*

**Department:**

The Housing Department provides technical support to local organizations working in a variety of housing programs.

* The Development Solutions program works with organizations to develop and manage affordable rental and homeownership housing
* The Homeownership Options program supports a network of approximately 48 self-help housing agencies
* The Housing Counseling program is a HUD intermediary for 15 groups and provides training to housing counseling agencies
* A newly created Community Resilience and Disaster Planning (CRDP) program
* A newly created Homeownership program, to promote homeownership in rural communities

**General Purpose:**

Under general supervision of the Assistant Director the Rural Housing Technical Assistance (TA) Specialist will primarily work with clients that are nonprofit housing organizations and other entities, such as local and Tribal governments, to increase their capacity, assess market needs, facilitate project/program planning, support project feasibility analysis, identify operating and project development resources, and assist with project and program management.

*Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties and skills required.*

**Job Duties and Responsibilities:**

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation process.** **Duties and responsibilities include but are not limited to:**

* Performs other related duties as assigned
* Work with the clients to identify organizational and programmatic strengths and weaknesses and conduct compliance reviews
* Develop action plans and establish a path to increase the client’s housing development capacity
* Deliver direct technical assistance and services, and coordinate with other RCAC staff as needed
* Maintain regular communications with the client and funding agencies and secure necessary concurrence for work
* Deliver technical training directly to the clients, and at various conferences, institutes, and workshops and via webinars
* Participate in rural development networks and associations
* Remain current on applicable government regulations and policies; comment on the impact of proposed regulations and policies
* Prepare written reports, document activities, answer inquiries and assignments within brief time frames

**Supervision Exercised:**

* No supervisory responsibilities.

**Minimum Qualifications and Necessary Requirements:**

* **EQUIVALENT:** A combination of experience and education is required to qualify for the position. A typical qualifying combination would be.
* **EDUCATION:** High school diploma or equivalent with qualifying experience. Bachelor’s degree in related field preferred.
* **LICENSE/CERTIFICATION:** Valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy.
* **EXPERIENCE:** Four years of experience working in one or more of the following:
* Single-family new construction, including subdivision development
* Affordable rental housing development or financing
* HOME, CDBG, Low-income housing tax credits or other Federal funding programs
* Tribal housing, including Federal programs
* Manufactured home communities (mobile home parks)

Bilingual English/Spanish is a plus.

**Knowledge, Skills, and Abilities:**

* Knowledge of government housing programs and regulations
* Project management and housing finance experience
* Ability to facilitate meetings and deliver trainings
* High level of customer service skills and a dedication to rural and Indigenous communities
* Ability to work independently and effectively prioritize multiple tasks
* Effective listening and communication skills, both verbally and in writing
* Proficiency with personal computers, including cloud computing and Microsoft Office
* Cultural awareness

**Preferred Requirements:**

* Must pass a criminal background investigation.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable persons with disabilities to perform the essential functions.

This position also requires moderate (up to three days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Working Conditions:**

Work is typically performed in an office requires the ability to operate computers and various pieces of office equipment, including the telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day).

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to manipulate; handle; feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Employee’s Certification:**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I understand that this job description is subject to change by RCAC as the needs and requirements of the position change.

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Employee’s Signature Date

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*