

HOUSING ACTION ILLINOIS JOB POSTING

Training & Technical Assistance Program Coordinator

Organizational Description: Housing Action Illinois' mission is to expand and preserve the supply of quality affordable and accessible housing in Illinois for low- and moderate-income households. Housing Action believes that housing is a human right, and we believe in a society that promotes basic human needs, such as decent and safe housing, for all of its members. Incorporated in 1986 as the Statewide Housing Action Coalition, Housing Action has over 150 organizational members statewide.

Housing Action has three program areas: Public Policy Advocacy; Public Education and Organizing; and Training and Technical Assistance. Whether through advocating for legislative change, or providing hands-on assistance to emerging or established housing counselors, developers, or homeless service providers, Housing Action aims to preserve and expand quality fair and affordable housing in Illinois.

Reports to: Director of Technical Assistance

Summary of Primary Job Functions: The Program Coordinator is the primary driver of Housing Action's housing counseling-related projects and is responsible for the coordination, management and implementation of all aspects of those projects, including direct technical assistance to non-profit agencies and training activities. Specific program areas include: management and implementation of government-funded projects, including potentially HUD Intermediary programs; coordination of the Illinois Housing Counseling Coalition; REACH Illinois Employer Assisted Housing activities; providing direct one-on-one technical assistance to housing counseling agencies and other non-profit organizations; and facilitating trainings.

Duties and Responsibilities:

- Plan, organize and direct all activities as required for the full implementation of program goals and objectives;
- Ensure that program activities are consistent with the program objectives and that objectives can be met with available resources;
- Ensure the program meets targets, budgets and time-lines, with appropriate reporting and evaluation;
- Develop, complete and finalize all program deliverables according to the timeline established in coordination with the Director of TA;
- Communicate with members and other stakeholders to gain community support for all of Housing Action's programs and to solicit input to improve the programs;
- Develop, implement and evaluate recruitment strategies to expand the number of members participating in the program;
- Fulfill all other duties as assigned by the Director of TA or Executive Director.

Specific Responsibilities include:

- Plan and coordinate **trainings** for housing counseling agencies throughout the state:
 - Work with the Director of TA to identify appropriate topics and trainers, and conduct trainings as appropriate;

- Secure contracts, coordinate logistics, and provide on-site support; and
- Market workshops through website, newsletters and email.
- Identify **direct technical assistance** opportunities with non-profit agencies around the state, write and submit work plans to Director of TA, and carry out the technical assistance as defined in the work plans;
- Coordinate and staff **new initiatives** and **regional housing counselor collaborations**;
- Research **best practices** in housing counseling, affordable housing development and management for possible training topics or other initiatives that would be of value to members;
- Work in cooperation with other staff to plan and coordinate workshops for the Annual Meeting and/or **Annual Conference**.
- Manage potential **HUD Intermediary Consortium**:
 - Work with Consortium members to complete omnibus application;
 - Collect data and complete reports as required by HUD;
 - Advocate on behalf of Consortium members for additional resources.

Qualifications:

- Bachelor's Degree required.
- At least three years experience with a non-profit, community-based organization providing housing counseling services.
- Strong problem solving and group work leadership skills; ability to interact with people of all ages and cultural backgrounds.
- Effective oral and written communication skills.
- Detail and deadline oriented.
- Ability to work independently and as part of a team.
- Sound computer skills.
- Ability to work flexible hours, including some evenings and weekends.
- Travel around the state and occasionally out-of-state mandatory; must have valid driver's license.

Salary: Competitive, DOE.

Benefits: A competitive package of benefits including health, life, short/long term disability and 403(b) retirement. The package also includes a generous vacation and health leave policy plus ten paid holidays.

Deadline to Apply: **June 14, 2013** (although we will be reviewing and responding to resumes on a rolling basis).

Please send cover letter, resume, writing sample, and three references via email to: employment@housingactionil.org with "Program Coordinator" in the subject line, or via U.S. Mail to Program Coordinator Search, Housing Action Illinois, 11 East Adams, Suite 1601, Chicago, IL 60603. No calls please.

Housing Action Illinois is an equal opportunity employer.

(Posted May 16, 2013)