



## **Affordable Housing and Community Development** **Technical Assistance Provider**

### **About California Coalition for Rural Housing (CCRH)**

CCRH is a statewide nonprofit organization that works to ensure affordable housing opportunities for low-income households in California. Formed in 1976, CCRH is one of the oldest state low-income housing coalitions in the country. Through advocacy, community organizing, technical assistance, leadership development, research and education, our goal is to make the case for rural housing improvement and strengthen the capacity of the nonprofit and public sectors to provide affordable housing and related facilities.

### **Position Summary/About the Position**

This position is responsible for assisting in the design and delivery of technical assistance scopes of work for American Indian Tribes, local government entities, nonprofit developers, and others in community development and planning with a primary focus on affordable housing development. This position reports to either the Associate Director and/or the Tribal Programs and Special Projects Manager.

### **Essential Responsibilities and Tasks**

#### **Technical Assistance – (80% time)**

##### **In Coordination with Other CCRH Staff:**

- Work with tribal communities to identify technical assistance opportunities in the areas of housing and economic development
- Assist in the development of specific scopes of works with identifiable activities and outcomes.
- Assist in the assessment of organizational and programmatic strengths and weaknesses
- Identify community resources and opportunities through the community planning process with emphasis on housing and strategic planning
- Deliver direct technical assistance and service to tribal governments and other recipients
- Plan, prepare, and deliver technical training directly to local partners and at various conferences, institutes, workshops, and via webinars
- Prepare written reports, document activities, and respond to inquiries and assignments.
- Where appropriate, participate in Tribal work-group meetings hosted by Federal or State agencies that address affordable housing concerns
- Coordinate with other CCRH programs to identify opportunities for participation by tribal communities, governments, and organizations
- Assist other CCRH programs in completing identified activities and outcomes

#### **Program and Network Development (10% time)**

- Develop tribal network for information dissemination and participation in relevant conversations regarding affordable housing
- Provide advocacy and support for Tribal initiatives that align with the overall mission of CCRH
- Coordinate Annual Tribal Round Table in conjunction with the CCRH annual conference

- Identify sponsorship and funding opportunities that support tribal initiatives
- Expand engagement of tribal communities, governments, and organizations in CCRH initiatives
- Expand CCRH membership of tribal communities, governments, and organizations
- Identify and support issues trending in tribal communities that promote or enhance affordable housing development

#### **Shared Office and Communications/ General (10% time)**

- Assist CCRH in accomplishing its overall mission
- Assist CCRH in improving internal and external processes for greater efficiency and effectiveness
- Assist in coordinating mission-driven activities and events
- Other duties as assigned

#### **Required Education and Experience**

- A minimum of a Bachelors degree in urban planning, public policy, social work, community development, or a related field. A Masters is preferred, but not required.
- Experience working in diverse communities with strong cultural competency skills
- Developed research, analytical, writing, and computer skills
- Strong written and verbal communication skills with ability to foster strong relationships with key stakeholders and decision-makers

#### **Preferred Skills**

- Experience working in the nonprofit sector
- Training and organizing experience working with low-income populations
- Advocacy experience with affordable housing or related social equity issues
- Demonstrated experience in grant reporting
- At least 1 year's experience working in Tribal communities in the areas of housing development, planning, economic development, community development, or a closely related field

#### **Attributes**

- Commitment to low-income communities and communities of color
- Adaptable, flexible, and capable of working both independently and in team environments
- Entrepreneurial and self-motivated
- Strong public speaker and presenter
- Ability to manage multiple projects simultaneously
- Highly organized, with keen attention to detail
- Willingness to travel frequently

**This position requires access to reliable transportation and residence in the greater Sacramento area.**

Salary Range: \$50,000 - \$70,000, DOE. This is an exempt position.

**NOTE: This position is funded under a three (3) year grant commitment based on annual performance**  
Benefits package includes: health insurance (with vision and dental), retirement plan, and generous paid vacation and personal days. CCRH is an Equal Opportunity Employer and considers all employees and job applicants without regard to race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation or marital status, or any other status protected by the law. We strongly encourage people of color, people of diverse gender identities, women and LGBT persons to apply.

#### **Application Process**

Please email your resume and a cover letter to [edward@calruralhousing.org](mailto:edward@calruralhousing.org) with the subject line, "Programs Coordinator".