



NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT

HOUSING PROGRAM COORDINATOR Job Announcement

National Coalition for Asian Pacific American Community Development (National CAPACD) is a member-based network of organizations from across the country joined together by a shared commitment to equity and social justice. We come together to bring visibility to the housing, community, and economic development needs of our nation's low income Asian Americans and Pacific Islanders (AAPIs) and the neighborhoods where they live. Established in 1999, with 16 founding member organizations, we now have over 100 members in more than 25 metropolitan areas across the country in over 17 states.

Overview:

National CAPACD seeks a Housing Program Coordinator (Program Coordinator) to assist in developing and implementing a national housing, foreclosure and financial literacy program that builds the capacity of local organizations to serve low-/moderate-income AAPI communities. The Program Coordinator will be responsible for supporting participation in the Alliance for Stabilizing our Communities (ASC), a collaboration of other national minority-led and minority-serving organizations. The ASC has been responsible for conducting outreach to communities of color in major urban centers across the country, as well as hosting foreclosure "rescue fairs".

The Program Coordinator will work directly with local housing counseling organizations through site visits, regular communication and program evaluation activities for quality assurance and oversight of local housing counseling organizations. Further, the Program Coordinator will be responsible for working with the organizations to compile reports to national entities such as the U.S. Department of Housing and Urban Development (HUD) to advance the work of local agencies.

Additionally, the Program Coordinator will work collaboratively with the Program Manager to complete and refine the initial systems-building and infrastructure development to allow the organization to successfully grow into the role of a national HUD housing counseling intermediary. Further, the Program Coordinator will work the Program Manager to identify and develop trainings to meet the needs of local housing counseling agencies within CAPACD's network.

Reporting to the National AAPI Housing Program Manager, the Program Coordinator will play a key role in developing and building capacity within the organization to operate a successful national program that will address the long term housing counseling needs of AAPI communities. The Program Coordinator will participate in efforts across the country that will enhance the well-being of vulnerable communities by implementing programs that create stable, just and healthy communities.

Specific responsibilities include:

- National AAPI Foreclosure Response Network Coordination
 - Build solid working relationships with lenders to facilitate more effective loan modifications and outreach to the AAPI community

- Facilitate National CAPACD member participation in multiple foreclosure “rescue fairs” throughout the country
 - Work with Program Manager to represent National CAPACD with the Alliance for Stabilizing Communities (ASC) working group
 - Work collaboratively with the team to develop and implement media plans for each rescue fair
 - Provide ongoing support for all partners in the Network related to language access for their clients, servicer policy-modification, training needs for their staff, media and communications support, and on-site assistance in carrying out “rescue fairs”
 - Coordinate grants to network of non-profit community-based organizations providing foreclosure-related services to local communities
 - Represent National CAPACD in other national housing counseling marketing and outreach forums.
- Housing Counseling Intermediary Development and Implementation
 - Assist in the quality assurance and oversight of local housing counseling organizations through site visits, regular communication and program evaluation activities
 - Assist in refining systems and infrastructure to complete HUD proposals, reporting, and grants management.
 - Technical Assistance & Training Development and Implementation
 - Work with team to develop technical assistance strategies to support new and existing housing counseling agencies serving the AAPI community; including support for organizations seeking to become HUD approved
 - Work with team to identify and develop complementary trainings to support network agencies providing housing counseling.
 - Financial Education materials management, coordination and creation
 - Coordinate trainings for AAPI-serving counselors within National CAPACD's network on culturally-accessible financial education tools and curricula
 - Coordinate the distribution and promotion of culturally-accessible financial education materials
 - Coordinate the translation of materials on an as-needed basis into AAPI languages

Qualifications:

- *Required:* Bachelor's degree with three years experience in a non-profit or other related organization; working knowledge of issues facing low-income, immigrant and LEP communities; able to analyze in-depth foreclosure and housing programs as they relate to the current economic crisis; exceptional written and oral communications; strong organizational abilities, including excellent attention to detail and ability to prioritize and multi-task; excellent analytical, problem-solving and interpersonal skills.
- *Preferred:* Experience with housing counseling or the foreclosure process and the responses to it by the housing and financial industries; Master's degree in urban planning, public policy, public administration, social work or related topic.

Must be committed to supporting the community development needs of low-income and immigrant AAPIs and willing to work in a fast paced setting. Extensive travel is required for this position. Must be a team player who has demonstrated he/she can work well in a small, highly collaborative environment. Strong communication skills are a must.

Compensation:

The Housing Program Coordinator is a full-time position to be located in Oakland, CA or Washington, D.C. Salary is competitive and commensurate with background and experience.

To Apply:

Applications will be accepted on a rolling basis until position is filled. Please email cover letter, resume and short writing sample (max. 2 pages) to Romana Lee-Akiyama, Deputy Director: romana@nationalcapacd.org.

National CAPACD is an Equal Opportunity Employer. Women and people of color strongly encouraged to apply. No calls, please.

11/25/09