



Housing Program Specialist

National CAPACD seeks a full-time Housing Program Specialist to support and grow a national network of HUD-certified Housing Counseling Agencies.

The National Coalition for Asian Pacific American Community Development (National CAPACD) is a progressive coalition of local organizations that advocate for and organize in low-income Asian American and Pacific Islander (AAPI) communities and neighborhoods. We strengthen and mobilize our members to build power nationally and further our vision of economic and social justice for all.

National CAPACD is the first HUD-approved housing counseling intermediary in the country that specifically targets the needs of low- and moderate-income AAPI families. Our network of almost 20 community based organizations provide housing counseling on a variety of topics including pre-purchase, post-purchase, foreclosure, rental, and homeless prevention. National CAPACD's role is to ensure network compliance with HUD program requirements, support local agencies' capacity to meet the housing counseling and financial education needs of AAPI communities, and to build a bench of advocates for community change.

The Housing Program Specialist will support implementation of program activities related to this network, building capacity within the organization to operate a successful national program that addresses the housing counseling needs of AAPI communities. The Program Specialist will participate in efforts across the country that will enhance the well-being of vulnerable individuals and families by implementing programs that create stable, just and healthy communities. The Program Specialist will report to the Housing Program Manager, and work closely with other agency and program staff toward fulfilling programmatic and organizational strategic plans.

Roles and Responsibilities Include:

- Lead coordination of technical assistance and training resources to local housing counseling organizations on topics specific to Housing Counseling, including HUD-certification and approval, service delivery, contract compliance, program development, and other needs as identified;
- Lead onboarding of new housing counseling agencies into the network. Work with other agency staff to identify markets and recruit organizations that help fill gaps within the existing Housing Counseling network and meet underserved housing counseling and financial education needs within the AAPI community;
- Co-design and coordinate activities that identify and elevate best practices among network organizations toward building a community of practitioners. This includes housing counseling convenings, meetings, webinars, Convention cohort sessions, articles/newsletters;
- Support monitoring quality assurance and ensuring compliance of local housing counseling organizations through site visits, regular communication, and program evaluation activities;
- Support tracking and reporting on program outcomes to ensure grant and fiscal compliance, including collection and review of reports and data entry;
- Implement specific projects and campaigns that support the work of the housing counseling network and further National CAPACD's mission;
- Contribute as needed to the development of original research, papers, op-eds, and other publications that elevate the role of National CAPACD and its partners in the area of housing

NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY DEVELOPMENT
Housing Program Specialist Job Posting

- counseling, asset building, and economic security;
- Represent National CAPACD in national coalitions on housing as needed.

Note: *Travel is required for this position.*

Required Qualifications:

- Bachelor's degree or equivalent experience;
- At least three years of experience in a nonprofit or other related organization;
- Ability to speak clearly in English on the phone and in person and be understood by others;
- Working knowledge of issues facing low-income, immigrant, and Limited English Proficient (LEP) communities; exceptional written and oral communications;
- Ability to represent the organization with external partners;
- Strong organizational, project management, and facilitation ability;
- Excellent attention to detail and ability to prioritize and multi-task;
- Excellent analytical, problem-solving and interpersonal skills.

Desired Qualifications:

- Experience with community development, asset building, financial education, or housing counseling;
- Experience with network building or membership organizations;
- Experience with coordination of training or technical assistance;
- Communications and media relations skills.

Physical Factors:

- Ability to remain in a stationary position to operate a computer (and other office productivity machinery), and manual dexterity to operate a keyboard, for extended periods of time;
- Ability to occasionally lift objects weighing up to 10 pounds;
- Must be able to travel domestically with overnight stay, at least 5-6 times per year.

Working Conditions:

- Moderate noise (i.e. business office with computers, phone, and printers; light traffic);
- Ability to work in a confined area indoors.

Compensation:

The Housing Program Specialist is a full-time, exempt position based in our Oakland, CA office. Annual salary range is \$55,000 - \$82,500, depending on background and experience. Comprehensive benefits package includes health, dental, vision, life and disability insurance, and a 403(b) plan.

To Apply:

Applications will be accepted until position is filled. Please email cover letter and resume to apply@nationalcapacd.org, with Housing Program Specialist Application as the subject line. **Only complete applications will be considered.**

National CAPACD is an Equal Opportunity Employer. People of color, members of the LGBTQ community, people with disabilities, and women are strongly encouraged to apply. Accommodations for applicants may be available upon request. No calls, please.

09/08/2020