



Housing Program Coordinator

National CAPACD seeks a full-time Housing Program Coordinator to support the administration of a national network of HUD-approved 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's core values of inclusion, respect, integrity, learning, performance, accountability, celebration, and hope for the future are at the heart of everything we do and we look for individuals who share our commitments.

National CAPACD is the first and only HUD-approved housing counseling intermediary in the country that specifically targets the needs of low- and moderate-income AAPI families. Our network of almost 15 community-based organizations provide housing counseling on a variety of topics including pre-purchase, post-purchase, foreclosure, rental, and homelessness 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 Coordinator 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 Coordinator 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 Coordinator will report to the Housing Program Manager, and work closely with other agency and program staff toward fulfilling programmatic and organizational strategic plans. This is a non-exempt, full-time position based in our Oakland, CA office.

Roles and Responsibilities Include:

- Manage grantees' compliance in reporting on program outcomes to ensure grant and fiscal compliance, including collection and review of reports and data entry;
- Support monitoring quality assurance and ensuring compliance of local housing counseling organizations through site visits, regular communication, and program evaluation activities;
- Support 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;
- Track HUD certified counselors in our network and support counselors in their pursuit of HUD counselor certification;
- 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;

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

Other Functions and Responsibilities:

- Support the planning and implementation the bi-annual Building CAPACD Convention and other organization-wide events;
- Other duties as assigned.

Required Qualifications:

- At least 2 years of experience in a non-profit or other related organization;
- 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.
- 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;
- Bachelor's degree or equivalent experience.

Desired Qualifications:

- Experience with housing counseling, community development, asset building, or financial education;
- Experience with network building or membership organizations.

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 4-5 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 Coordinator is a full-time, non-exempt position based in our Oakland, CA office. Annual salary range is \$60,000 - \$70,000, depending on background and experience. National CAPACD is pleased to offer a comprehensive benefits package that includes 100% employer-covered health insurance for employees, 75% employer-covered health insurance for eligible family members, basic life and long-term disability, and paid parental leave. In addition, we offer 15 days accrued annual vacation at the start of employment, 7 days accrued annual sick leave, 403(b) retirement fund with employer match, 3-month sabbatical leave upon completion of 7 years of continuous employment, 13 holidays plus the week between Christmas and New Year's off, and a hybrid remote/in-person work schedule.

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COVID-19 Note:

This position is temporarily remote due to COVID-19. Applicants will need to be available to work from National CAPACD's Oakland, CA office at least two days a week upon the conclusion of National CAPACD's work from home status, timing TBD. A COVID-19 vaccination and masks will be required when we return to the office.

To Apply:

Applications will be accepted until position is filled. Please email cover letter and resume to apply@nationalcapacd.org, with Housing Program Coordinator 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.

07/01/2022