

Rural Community Assistance Corporation

3120 Freeboard Dr., Ste. 201

West Sacramento, CA 95691

PHONE (916) 447-2854 • FAX (916) 447-2878



JOB DESCRIPTION

Job Title:	Rural Housing Technical Assistance Specialist	Salary Grade:	10
Status:	Exempt	Supervisor:	Assistant Director, Housing Programs
Unit:	Housing	Department:	Housing/Development Solutions

Founded in 1978, RCAC is a 501(c)(3) nonprofit that operates in 13 western states and Pacific Islands. RCAC partners with underserved rural and Indigenous communities to achieve their vision and wellbeing through technical assistance, training, financial resources and advocacy. Throughout RCAC's history, our dedicated staff and active Board have supported positive change in rural communities across the West. Our work reflects our core values of leadership, collaboration, commitment, quality, and integrity.

Department:

The Housing department provides technical support to local organizations and communities working in a variety of housing and community development programs.

- The **Self-Help program** supports a large network of self-help housing agencies.
- The **Housing Counseling program** is a U.S. Housing and Urban Development (HUD) intermediary and provides training to housing counseling agencies.
- The **Development Solutions program** works with organizations to build the capacity to develop and manage affordable rental and homeownership housing. This program also includes the **Project Development and Construction Management division** working directly with local organizations to build and own affordable housing.
- The **Homeownership program** promotes homeownership in rural communities by providing technical assistance and other resources to local organizations.
- The **Community Resilience and Disaster Planning program** provides services to support community preparedness, mitigation and/or recovery before or after a disaster.

General Purpose:

Under general supervision of the Assistant Director the Rural Housing Technical Assistance (TA) Specialist will primarily work with clients that are nonprofit housing organizations and other entities, such as local and Tribal governments, to increase their capacity, assess market needs, facilitate project/program planning, support project feasibility analysis, identify operating and project development resources, and assist with project and program management.

Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties and skills required.

Job Duties and Responsibilities:

- Performs other related duties as assigned
- Work with the clients to identify organizational and programmatic strengths and weaknesses and conduct compliance reviews
- Develop action plans and establish a path to increase the client's housing development capacity
- Deliver direct technical assistance and services, and coordinate with other RCAC staff as needed
- Maintain regular communications with the client and funding agencies and secure necessary concurrence for work
- Deliver technical training directly to the clients, and at various conferences, institutes, and workshops and via webinars
- Participate in rural development networks and associations
- Remain current on applicable government regulations and policies; comment on the impact of proposed regulations and policies
- Prepare written reports, document activities, answer inquiries and assignments within brief time frames

Knowledge, Skills, and Abilities:

- Knowledge of government housing programs and regulations
- Knowledge of tribal government and tribal housing programs and regulations
- Project management and housing finance experience
- Ability to facilitate meetings and deliver trainings
- High level of customer service skills and a dedication to rural and Indigenous communities
- Ability to work independently and effectively prioritize multiple tasks
- Effective listening and communication skills, both verbally and in writing
- Proficiency with personal computers, including cloud computing and Microsoft Office
- Cultural awareness

Supervision Exercised:

- No supervisory responsibilities.

Minimum Qualifications and Necessary Requirements:

- **EQUIVALENT:** Combination of education and experience can meet minimum qualifications.
- **EDUCATION:** High school diploma or equivalent with qualifying experience. Bachelor's degree in related field preferred.
- **LICENSE/CERTIFICATION:** Possession of a valid driver's license and proof of insurance that meets the minimum requirements (\$100,000/\$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.
- **EXPERIENCE:** Four years of experience working in one or more of the following:
 - Affordable rental housing development or financing
 - HOME, CDBG, Low-income housing tax credits or other Federal funding programs
 - Tribal housing, including Federal programs (preferred)
 - Single-family new construction, including subdivision development
 - Manufactured home communities (mobile home parks)
- Must pass a criminal background investigation.

Preferred Requirements:

- Bilingual English/Spanish

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit and stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements include close vision, distance vision, color vision, and depth perception.

Working Conditions:

Work is typically performed in an office requires the ability to operate computers and various pieces of office equipment, including the telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day).

This position also requires moderate (up to three days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

Employee's Certification:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I understand that this job description is subject to change by RCAC as the needs and requirements of the position change.

Employee's Signature

Date