

## DESCRIPTION

We seek a Self-Help Housing Specialist for our self-help housing program. The Self-Help Housing Specialist will be either based in the Dover office at 363 Saulsbury Road or could be based out of their home somewhere in our 21-state region. This position could be filled with a consultant or a full-time employee. This person will be responsible for providing training and technical management assistance to other nonprofits in NCALL's 21-state region.

NCALL assists nonprofit organizations to develop and operate Mutual Self-Help Housing and Self-Help Purchase Repair Programs. These programs are funded by the United States Department of Agriculture, Rural Development. NCALL provides grant application training, staff training and assistance in the areas of family recruitment and marketing, loan packaging, grants management, accounting, construction planning and supervision, and board training.

We also attend progress meetings with these organizations and Rural Development personnel quarterly to monitor performance and provide regular grant overview reports. NCALL is responsible for identifying new organizations to operate Self-Help Housing Programs and works with the federal government to provide training to their personnel as well. This position involves a lot of communication, both written and oral. Good mathematics and budgeting skills are required. It also requires substantial overnight travel throughout the northeast and north central 21 state region. The ability to travel is a must. Two or three trips a month is common. Computer skills are required.

NCALL has operated this program since 1983. While this job description describes the typical duties and responsibilities of the position, there will be times when this position will be called on to do other and/or additional tasks for the organization in order to carry out NCALL's mission.

**Supervisor:** Self-Help Housing Director

## DUTIES AND RESPONSIBILITIES

- Carry out the daily operations of NCALL's Self-Help Housing Technical and Management Assistance (T&MA) Contract as set forth by the Executive Director and Self-Help Housing Director.
- Participate fully in contract activities such as: providing information, monitoring organizations, attending quarterly review meetings, planning and conducting workshops/conferences, visiting and evaluating construction sites, review of fiscal and management operations, reviewing applications, problem resolution, meeting with Boards of Directors, meeting with state and local Rural Development personnel, and providing training in all aspects of self-help housing.

- Develop and maintain contacts region-wide and interact regularly with grantees, Rural Development, regional and national organizations, and other housing resources.
- Be fully knowledgeable of Rural Development's 523 self-help housing grant and 502 mortgage loan programs as well as other appropriate regulations. Develop a working knowledge of other housing resources that can empower grantees to build their capacity and achieve their goals.
- Participate in the development of training modules and manuals, online information, and the Self-Helper newsletter.
- Respond to requests from nonprofit grantees for training and technical assistance in a prompt and helpful manner, tailoring training and information to best address their needs.
- Respond to requests from nonprofit grantees and Rural Development for training and technical assistance on SHARES, a web-based reporting system.
- Develop monthly status reports on self-help housing programs throughout the region and any other reports that may be requested by NCALL or Rural Development.
- Position requires substantial overnight travel throughout NCALL's 21-state region. Travel expenses will be reimbursed by NCALL.
- Position requires use of personal vehicle for more localized NCALL travel and employee must maintain a valid driver's license and automobile insurance.
- Maintain working knowledge of appropriate housing regulations and keep current with federal, state, and local housing development and financing programs.

## QUALIFICATIONS

- Minimum of three (3) years of work related experience, such as housing development, mortgage underwriting, business or nonprofit management, financial management, planning, scheduling, and problem solving.
- Excellent verbal and written communication skills.
- Good mathematics, budget, and economic skills.
- Empathy and understanding for low-income people and the difficulty attaining decent, affordable housing.
- Experience in Microsoft Office software required.
- Courteous and business-like manner in dealing with public and co-workers.

## APPLY

Complete the application for employment and attach your resume by August 12, 2019.