



# 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 Development Specialist, Self-Help Housing (HP-020)	Salary Grade:	10
Status:	Exempt	Supervisor:	Self-Help Program Manager
Unit:	Self-Help	Department:	Housing

*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.

### **General Purpose:**

Under general supervision of the Self-Help Manager, this role facilitates and delivers technical assistance to rural and Tribal communities and partner organizations to identify, plan, and execute community economic development projects. Provides training and technical assistance to Mutual Self-Help Housing grantees to help them meet deliverables under their Section 523 grants. Works with grantees and U.S. Department of Agriculture (USDA) Rural Development staff to ensure efficient grant management to include identifying obstacles and recommending improvements to enable homeownership opportunities for low- and very low-income families.

*Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. The 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:**

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*

- Work with local partners to identify organizational and programmatic strengths and weaknesses and conduct compliance reviews
- Develop detailed work plans and follow-up to ensure work is completed in a timely matter
- Deliver direct technical assistance and services to local partners, and coordinate with other RCAC staff as needed
- Maintain good communications with funding agencies and secure necessary concurrence for agency work plans
- Deliver technical training at various conferences, institutes, and workshops and via webinars
- Participate in rural development networks and associations
- Remain current on applicable government regulations and policies and comment on the impact of proposed regulations and policies
- Prepare written reports, document activities, respond to inquiries and assignments within short time frames
- Performs other related duties as assigned.

**Supervision Exercised:**

- No supervisory responsibilities.

**Minimum Qualifications and Necessary Requirements:**

- **EQUIVALENT:** Combination of education and experience can meet minimum qualifications.
- **EDUCATION:** BA Degree or equivalent experience.
- **LICENSE/CERTIFICATION:** Valid driver's license and proof of insurance that meets the minimum requirements (\$100,000/\$300,000) of RCAC corporate liability policy.
- **EXPERIENCE:** Three years of experience in community and/or housing development field. Experience working to build coalitions around identifying ways to leverage local assets to overcome barriers and pursue opportunities. Experience working with underserved and/or rural communities. Proficient computer skills with Microsoft Office programs. Proficient English language in both written and verbal.
- Must pass a criminal background investigation prior to employment.

**Knowledge, Skills, and Abilities:**

- Knowledge of government housing programs and regulations
- Project management and housing finance experience
- Program development and grant writing
- Ability to manage meetings and deliver training
- Proficiency with personal computers, including cloud computing and Microsoft Office
- Demonstrate a high level of customer service skills and a commitment to rural communities
- Ability to work independently and effectively prioritize multiple tasks
- Organize and prioritize work to meet contract and grant deliverables and deadlines
- Effectively listen and communicate both verbally and in writing

**Preferred Requirements:**

- Bilingual English/Spanish
- Experience and familiarity with rural and Tribal community dynamics.

**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 20 pounds. Specific vision requirements include close vision, distance vision, color vision, and depth perception.

**Working Conditions:**

Work is typically performed remotely in a home office with a moderate noise level. Evening and/or weekend work may be required. Travel is required, up to 12-16 site visits or meetings per quarter in multiple states.

**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.

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Employee's Signature

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Date