



JOB ANNOUNCEMENT ADU PROGRAM ASSOCIATE

DEPARTMENT NAME: ADU

POSITION REPORTS TO: ADU Program Manager

OFFICE LOCATION: 75 E Santa Clara Street, Suite 1350, San Jose, CA

OFFICE OPERATING HOURS: 8:30 AM to 5:00 PM

MISSION AND HISTORY

Since 2000, Housing Trust has been leading the effort to create a strong affordable housing market in the greater Bay Area, including making more loans than any other nonprofit housing lender in the region. Our financial expertise and extensive private and public sector partnerships ensure we make the most out of every dollar so local residents can secure stable and affordable housing that works for them and their families. Housing Trust became a certified Community Development Financial Institution (CDFI) in 2012 and Standard & Poor's has given Housing Trust an investment grade of AA-, indicating a very strong capacity to meet financial commitments as well as making Housing Trust the first non-profit CDFI to ever receive a credit rating from S&P.

From the homeless to renters to first-time homebuyers, we assist a wide range of residents with programs across the entire spectrum of housing issues. And now, we are helping homeowners develop Accessory Dwelling Units (ADUs).

POSITION OVERVIEW

The ADU Program Associate will support the development and implementation of the Housing Trust's Small Homes, Big Impact (SHBI) ADU program.

Changes in state law (AB2299 and SB1069) that become effective January 2017 requires local jurisdictions to adopt less restrictive zoning ordinances to stimulate the production of ADUs to alleviate the housing crisis. These changes have created a massive interest in ADUs as a results but left other barriers to be resolved such as education and financing.

SHBI is a pilot program that seeks to address these barriers and enable homeowners to develop ADUs by providing educational workshops and financial assistance. The workshops are currently provided on a quarterly basis and a community resource webpage, grant and loan product are currently under the development. Other aspects of the program include conferences, open house tours and advocacy. The roll out of the SHBI program, from pilot to permanent, is envisioned to take place over a three year period.

As the Program Associate, you will report to the ADU Program Manager and support the functions of the development and implementation of the SHBI program. While the program is in its initial stages and procedures are being developed, you will have the opportunity to make many impactful contributions. The position assists with administrative function of the program and it will require a lot of research and critical thinking as well as building rapport with industry players and organizations. As the program matures from pilot to permanent, you will be expected to take on additional responsibilities, grow with the program and learn a lot! This is a huge opportunity for anyone wanting to come in at the "ground floor" of a program, contribute to its development and eventually manage aspects of it.

KEY RESPONSIBILITIES

The ADU Program Associate will assist the ADU Program Manager with the following duties, but not limited to:

- Event coordinating and marketing:
 - Organize workshop logistics, such as securing venues, purchasing supplies and coordinating catering, etc.
 - Assist with presentation submittals, email communications, schedule meetings, and event material for community meetings, panels and conferences.
 - Draft invitations, market events and manage registrations.
 - Provide post-event follow-up, such as updating participants to database, posting and/or emailing copies of presentation slides, resources, surveys, etc.
- Customer relationship management (CRM) in Salesforce:
 - Enter program participants (homeowners, homebuyers, vendors, etc.) in database and provide reporting and maintenance.
 - Respond and track to inquiries from homeowners, vendors and organizations seeking information regarding the ADU program.
 - Send participant surveys, may include editing and distributing as well as reporting out on results and follow up.
- Coordinate On-line resources:
 - Contribute to the design and functionality of the Community Resource webpage.
 - Maintain webpage content such as posting resources, project descriptions, vendor recommendations and blog content such as articles and participant Q&A.
 - Update SHBI Facebook page by managing membership and posting content.
- Research and writing:
 - Maintain monthly ADU comparable rent data.
 - Track region-wide ADU ordinance; state legislation; local and/or regional ADU permit application statistics and project completion data, etc.
 - Coordinate grant writing and marketing with Development Resource Department.
- Other program support responsibilities include, but not limited to:
 - Maintain work plan project schedule, for example update events, conferences, etc.
 - Assist in advocacy of ADU policy throughout Bay Area.

QUALIFICATIONS

The ideal candidate will be passionate about affordable housing and making a positive impact to the Bay Area's housing crisis. We're looking for someone who is enthusiastic about ADUs and is collaborative, creative, intuitive and nimble to assist in developing and growing the program—is this you? The job requires a lot of collaboration and joint critical thinking in order to make educated decisions—so you must be comfortable working in a new space creating the program.

At minimum, the candidate must have an undergraduate degree or is pursuing a graduate degree in affordable housing, real estate development or urban planning and is either working or pursuing a career in these fields.

Must have skills:

- Working knowledge of Microsoft Suite (Word, Excel, Outlook and PowerPoint)
- Highly organized and detail oriented
- Strong interpersonal skills (i.e., emotional intelligence)
- Comfortable with public speaking
- Comfortable working with the public
- Creating presentation material
- Strong research and analytical skills

Desired experience:

- Marketing and events coordination
- Managing projects/programs
- Social media savvy
- CRM experience
- Understanding of function and structure of local government
- Understanding of land use planning and community development
- Housing finance: single family and/or multi-family lending
- Single-family residential development and/or construction

COMPENSATION

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is a nonexempt (hourly) position of 30-40 hours per week, including some weeknights and weekends. Compensation for this position is between \$52,000 and \$62,400, depending on experience.

Resumes will be reviewed and considered on an ongoing basis. To be considered for this position, please send a letter of interest, along with a current resume to Jobs1@housingtrustsv.org.

Housing Trust is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. Housing Trust is committed to diversity, equity and inclusion and our goal is to have a workforce (at all job levels) that is representative of the communities we serve.