

JOB ANNOUNCEMENT

Title:

Housing and Community Development Coordinator
Central Pines Regional Council
Durham, NC / Hybrid

Who We Seek:

Are you a passionate and experienced individual looking for an exciting opportunity to make a significant impact on regional and local housing and community development projects? Central Pines Regional Council is seeking a driven, detail-oriented, and innovative Housing and Community Development Coordinator to join our team. In this role, you will have the chance to support the administration and deployment of housing funds and other community development-related projects. If you are seeking a diverse position that allows you to work with rural, suburban, and urban communities, as well as local businesses and economic developers, then we invite you to apply to be a part of Central Pine's growing team!

Description of Work:

This role will include a dynamic combination of grant and project administration for home repair, energy efficiency, and housing projects, serve as the administrator of Foreign Trade Zone #93 (housed at Central Pines), and support for other community development projects. The selected individual will work as part of the Community and Economic Development team and will be supervised by the Housing Program Manager. Administration of home repair funding includes following client intake processes and verification of eligibility, ensuring compliance with various program regulations, including environmental review components, and the ability to work with, support, and empathize with homeowners and vulnerable populations. The individual will also provide administrative services for Community Development Block Grant (CDBG) funding and the FTZ program, working with local community-based organizations and businesses throughout the region. Most of the work requires attentiveness to detail and a responsibility to comply with federally funded programs. Activities will include:

- Facilitate the Foreign Trade Zone Board – comprised of elected officials and economic developers.
- Engage with economic developers and businesses across the region, to grow Foreign Trade Zone #93. Work with operators to guide them through the application process and education on how to successfully leverage their Foreign Trade Zone.
- Perform client intake and eligibility verification, following internal policies and state and federal requirements. This will include working with various populations including seniors, persons with disabilities, income qualified households, and others.
- Work with staff to continuously improve Central Pine's home repair processes and amplify current partnerships, while building others.
- Seek out additional home repair, energy efficiency, and weatherization dollars that Central Pines can use to support renters and homeowners across the region.
- Track and stay up to date with CDBG regulatory guidelines and review subgrantee progress reports and invoices for consistency and compliance.
- Contribute to other community development-related projects related to digital inclusion, planning, data collection, and community engagement.

This position will require some regional travel to attend meetings and perform work in other locations around the CPRC region.

Education & Experience:

A bachelor's degree in communications, political science, community development, human services field, or a related field is desired, or experience working in a municipal, county or state government setting. If the candidate does not have a bachelor's degree but has experience working with grant administration, home repair, or non-profit/community-based organization experience, we encourage you to apply!

The candidate must have strong communication skills, both verbal and written, and the ability to work on multiple projects at once to thrive in this position.

Starting Salary & Benefits:

Hiring range: \$54,200 - \$56,900

This position is eligible for a 5% increase after serving a 6-month probation period.

Benefits: CPRC offers a generous benefits package including paid vacation and sick leave; NC Local Government Employees' Retirement System; 5% 401(k) employer contribution; 100% employer-paid health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses, hybrid and flexible work schedules.

Our organization:

CPRC is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. See the kind of work we do and learn read more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at www.centralpinesnc.gov.

How to Apply:

Send completed application package (cover letter and resume) by email to employment@centralpinesnc.gov with the subject Community Development Planner.

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins September 6, 2024.

All employment offers will be within the stated hiring range.

CPRC is an Equal Opportunity Employer and designated Best Workplace for Commuters.