



Renovation Programs Specialist Position Description

Date: May 2011

Classification: AmeriCorps VISTA

Department: Housing Development

Reports to: Rehab Program Manager

Habitat for Humanity East Bay (HEB) Mission Statement:

Inspired by God's love, our mission is to create successful homeownership opportunities for families with limited incomes by building sustainable housing and revitalizing neighborhoods.

Position Purpose:

Under the supervision of the Rehab Program Manager, the Renovation Programs Specialist (RPS) will be responsible for helping to expand HEB's renovation program throughout the East Bay. The RPS will coordinate as needed with other HEB staff.

Specific Duties and Responsibilities:

- **Current Renovation Programs:** Understanding HEB's Neighborhood Stabilization Program (NSP) and how that program is being implemented in local areas, facilitate the transformation of existing programs into a renovation program model which does not rely on NSP funding;
- **Program Expansion:** Research the need for home renovation services in HEB's 34 East Bay communities and document the research process so that it can be repeated periodically, identify and develop relationships with local jurisdictions which have funding available for a renovation program and in which such a program is feasible, develop budgets and schedules to determine program feasibility and present program proposals to identified jurisdictions;
- **Market Analysis:** Use various tools to develop market knowledge and compile data about various areas in HEB's jurisdiction which are appropriate for a sustainable rehabilitation program, use this market knowledge to strategize about funds which will be pursued;
- **Funding:** Research and create a database of all available local, state and federal funding sources for home rehabilitation; research and create a plan to utilize new California weatherization funding; upon completion of research apply for appropriate funding sources;
- **Acquisition:** Research ways to acquire homes beyond the National Community Stabilization Trust and other existing lender relationships; foster relationships with local brokers; use various real estate tools to compile data on current neighborhoods
- **Interdepartmental Coordination:** Coordinating with HEB Homeowner Relations, Construction, Fundraising, Finance and Operations, and Volunteer Departments in the expansion of the current renovation program;
- **Procedures:** Ensuring that all relevant files are up to date and clearly organized; update standards and procedures for new renovation program; create systems for ensuring and documenting compliance with regulations associated with newly obtained funding;

Education, Experience, Knowledge, Skills, and Abilities:

- Minimum one year professional experience in housing development, real estate, finance, or equivalent;
- Bachelors Degree required; business, real estate or equivalent is preferred;
- Experience in home rehabilitation, home acquisition, home financing, and/or home sales is preferred;
- Strong commitment to social justice and experience working with diverse neighborhoods preferred;
- Ability to multi-task, work effectively under pressure, and to seek creative solutions to situations;
- Strong oral, public presentation and written communication skills; ability to communicate with design consultants, real estate and construction professionals, government officials and other professionals;
- Proficient in Microsoft Excel and Word;
- Detail-oriented and highly organized;
- Commitment to the HfH mission to create homeownership opportunities for very low, and low income families;

Work Environment/Physical Requirements:

HEB offices are on the 2nd and 3rd floors of a historic church building. Desks are situated in an open environment which is shared with 13 other people. The position will require some travel and the RPA must be able to thoroughly inspect the condition of vacant properties in the local area by driving, walking around, and looking at properties. Attend evening and occasional weekend meetings, as necessary.

Note: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired

Compensation:

Monthly stipend through AmeriCorps, plus housing allowance from HEB. Full healthcare benefits through AmeriCorps. Choice of Federal Education Award or cash bonus upon completion of 12 month contract.

Please submit resume and cover letter to:

Alyssa Thunberg
Rehab Program Manager
AThunberg@habitatEB.org
Habitat for Humanity East Bay
2619 Broadway, Oakland, CA 94612

Submit all materials by June 3, 2011. Resumes will be reviewed and interviews scheduled on a rolling basis. Applicant must be hired by June 10, 2011. Please also let us know how you heard about our job posting.

Habitat for Humanity East Bay's Anti-Discrimination Policy

Habitat for Humanity East Bay is an equal opportunity employer. It is the policy of HFH East Bay to provide equal employment opportunity for all applicants and employees and equal housing opportunity for all homeowner applicants. HFH East Bay does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age, medical condition, physical disability, veteran status, marital status, sexual orientation, familial status, Acquired Immune Deficiency Syndrome (AIDS) or AIDS related condition (ARC), mental disability or any other basis prohibited by law.