



Program Officer – Affordable Housing

Summary

This Affordable Housing Program Officer is a technical specialist whose primary role is to serve as the point of contact for public and community groups working to make Juneau's housing costs more affordable. The incumbent will act as a liaison between the Affordable Housing Commission (AHC), the Juneau Homeless Coalition, the City and Borough of Juneau (CBJ) and groups working in the areas of low-cost housing development. The incumbent will maintain positive relationships and share relevant information with groups supporting the homeless locally, regionally, and statewide.

Essential Job Functions

- Professional project management, research, analysis, public relations, policy development and administrative support to the CBJ and/or its Affordable Housing Commission, as well as coordination and dissemination of information among stakeholders interested in lowering the cost of housing in Juneau.
- Cultivate and develop strong relationships with community-based organizations active in housing and homelessness issues in Juneau, and other parts of Alaska, especially Alaska Housing Finance Corporation, Alaska Mental Health Trust Authority, and the U.S. Department of Housing and Urban Development. Attend hearings and meetings, and monitor the work plans of these agencies, their annual budgets, and their new initiatives.
- Monitor and comply with the terms of all grants and agreements that support the position, including providing technical performance, deliverables and technical and financial reporting on time. Deliverables include but are not limited to:
 - Participating in and supporting the annual Point-in-Time count of homeless persons and housing inventory;
 - Acting as a liaison between the AK Continuum of Care (CoC) Lead Agency and local providers during the CoC grant application process;
 - Coordinating development and/or implementation of a local homeless plan;
 - Assisting the Chair of the Alaska Coalition on Housing & Homelessness with the organization of their annual meeting and conference
 - Helping facilitate any local events or initiatives in relation to the coalition/committee's planned activities; and
 - Creating MOU's with stakeholder/agency groups.
- Monitor, make and support recommendations for spending, as well as for increasing the balance of, the Juneau Affordable Housing Fund including, but not limited to, drafting grant request documents, tracking grant projects, preparing advertisements, interfacing with community applicants, and taking necessary action to pursue additional funding.
- Keep Juneau Housing Needs Assessment up-to-date. Research, compile, and disseminate State and Federal Housing Data.
- Serve as an information resource for the community, including
 - Maintaining a website for affordable housing information for citizens, nonprofits, developers, the CBJ, and the AHC; Providing general guidance in response to inquiries or to direct people to the appropriate agencies/organizations;
 - Assisting developers and community groups with specific projects; and
 - Developing an Affordable Housing Report Card that highlights local strategies and policies implemented to encourage the development of affordable housing.
- Working on other local and regional economic development efforts of the JEDC, including outreach, research and analysis, and preparation of grant proposals and applications.
- Other duties as assigned.



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Scope of Responsibility

Knows the policies, procedures and practices necessary to conduct essential job functions. Understands the role of the position and its potential impact on programs and financial condition of the organization.

Decision Making

Carries out duties and responsibilities under the supervision of JEDC's Executive Director. Makes decisions and establishes work priorities consistent with JEDC strategic plan.

Authority

Does not direct the activities of staff or a function.

Communication

Exchanges routine information in an appropriate manner.

Qualifications Required

- Bachelor's degree from an accredited college or university in public administration, business administration, economics, or other closely related fields of study. Direct work experience in real estate development, construction, project management, development of low income housing, is highly desired. A master's degree in any of the above fields is desirable.
- Broad familiarity with foundation and government programs that support and finance low income and special needs housing.
- Exceptional organizational skills, time management and strong ability to manage details.
- Exceptional ability to make written and oral presentations.
- Successful grant writing experience is required.
- Team player with a proven ability to interact with all levels of staff and constituents from diverse communities.
- Ability to exercise discretion and maintain confidentiality.
- Ability to collaborate with diverse organizations to move projects forward in public settings.
- A commitment to the mission of the Juneau Economic Development Council.

This is a permanent, full-time, exempt position based in Juneau, Alaska.

Employment at the Juneau Economic Development Council is contingent upon successful completion background screening as well as past employer reference checks. All employment at the JEDC is "at will". Equal employment opportunity and having a diverse staff are fundamental principles of the JEDC.