



Affordable Housing Coordinator

Summary

The Affordable Housing Coordinator is the primary point of contact for public and community groups working to make Juneau's housing costs more affordable. The Affordable Housing Coordinator acts as a liaison between the Affordable Housing Commission (AHC), the City and Borough of Juneau (CBJ) and groups working in the areas of low-cost housing development. The Affordable Housing Coordinator will maintain positive relationships and share relevant information with groups supporting the homeless. The Affordable Housing Coordinator will work with key staff and management of JEDC to help deliver the following:

Priority 1 Deliverables

1. Provide Administrative Support to the CBJ, AHC, attend AHC meetings, take minutes and distribute minutes at the next meeting. Provide support to the AHC Chairperson to conduct activities on behalf of the commission, this may include developing presentations, organizing speakers, planning events, maintaining archives of the commission, attend and testify at hearings.
2. Provide a Portal for Affordable Housing Information for citizens, nonprofits, developers, and the CBJ. This would include development of a web page for interested persons to find information regarding affordable housing issues in Juneau. Also a staff person to provide general guidance in response to inquires or to direct them to the appropriate agencies/organizations. Inquires will be monitored and follow up will be made to ensure that needs are being addressed. Research, compilation and dissemination of State and Federal Housing Data.
3. Maintain relationships and provide local information with other "Partners in Affordable Housing" such as Alaska Housing Finance Corporation, Mental Health Trust Authority, Tlingit and Haida Housing, and HUD. Attend hearings, monitor these agencies work plans, annual budgets, and new initiatives. Create MOU's with stakeholder/agency groups.
4. Work with CBJ Planning and Lands Committee to identify local properties where affordable housing can be developed, including a general outline to potential developers of options for the development of specific parcels (possible best use such as bungalows, cottages, PUD etc.) and projected costs of CBJ required infrastructure for site. Assist developers with permitting for projects.
5. Develop Policy and Planning recommendations for the AHC to increase the availability of Affordable Housing in Juneau. This would include processes such as lessons learned, benchmark studies, and Best Practices, new technology emphasis improved efficiency and lower building costs.
6. Assist groups to scope out projects, assist them in providing justification of need and provide constructive feedback on proposals prior to their submission to potential funding sources.



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7. Pursue sources of funding that would allow for the continuation of Affordable Housing Coordination services to continue in the future or to provide augmented services under the Memo of Understanding (MOU).

Priority 2 Deliverables

8. Research and oversight of local Housing Fund initiative. (Local Housing Trust Fund)
9. Conduct research on affordable housing issues in Juneau. Identify and pursue funding that supports the creation of more affordable housing in Juneau. Track information about local developers' use of state and federal funding programs. Identify gaps and areas of collaboration. Identify private sector partners that want to play a key role in creating affordable housing solutions. Track local real estate information and housing demographics.

Priority 3 Deliverables

10. Develop an Affordable Housing Report Card, priorities for the Assembly and legislative session; begin development of an Affordable Housing Action Plan.
11. Provide a Community Education program, to help the local community understand the level of need and ways they can have input into the process

Scope of Responsibility

Knows the policies, procedures and practices necessary to conduct essential job functions. Is aware of 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

- Graduation from an accredited college or university with preference given to major course work in the fields of public administration, business administration, economics, or other closely related fields of study. Familiarity with real estate development, construction, project management is highly desired. A master's degree in any of the above fields is desirable but not mandatory.
- Excellent ability to research and analyze governmental finance programs is required.



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- 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.
- A commitment to the mission of the Juneau Economic Development Council.

Other Duties, as Assigned

This is a permanent, full-time, exempt position based in Juneau, Alaska. The Affordable Housing Coordinator, in addition to working on the priorities above, will work on other local and regional economic development efforts of the JEDC, including outreach, research and analysis, and preparation of grant proposals and applications.

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.