



Associate Technical Assistance Programs Manager

About California Coalition for Rural Housing (CCRH)

CCRH is a statewide nonprofit organization that works to ensure affordable housing opportunities for low-income households in California. Formed in 1976, CCRH is one of the oldest state low-income housing coalitions in the country. Through advocacy, community organizing, technical assistance, leadership development, research and education, our goal is to make the case for rural housing improvement and strengthen the capacity of the nonprofit and public sectors to provide affordable housing and related facilities.

Position Summary/ About the Position

The CCRH Associate Technical Assistance Programs Manager will be responsible for carrying out CCRH's activities to support CCRH's mission and programming by providing affordable housing and community development related technical assistance and capacity-building. Based in Sacramento, this position supports statewide technical assistance and capacity-building, research, community engagement, as well as informing policy development.

This position reports to the Senior Technical Assistance Programs Manager

Essential Responsibilities and Tasks

Technical Assistance – (60% time)

In Coordination with Other CCRH Staff:

- Work with rural communities to identify technical assistance opportunities in the areas of housing and economic development
- Assist in the development of specific scopes of works with identifiable activities and outcomes
- Identify community resources and opportunities through the community planning process with emphasis on housing and strategic planning
- Deliver direct technical assistance and service to local governments and other TA recipients
- Assist in planning, preparing, and delivering technical training directly to local partners and at various conferences, institutes, workshops, and via webinars
- Prepare written reports, document activities, and respond to inquiries and assignments

- Where appropriate, participate in work-group meetings hosted by Federal or State agencies that address affordable housing concerns
- Coordinate with other CCRH programs to identify opportunities for participation by communities, governments, and organizations
- Assist other CCRH programs in completing identified activities and outcomes

Community Engagement, Program, and Network Development (30% time)

In Coordination with Other CCRH Staff:

- Develop network for information dissemination and participation in relevant conversations regarding affordable housing
- Provide advocacy and support for housing and community development initiatives that align with the overall mission of CCRH
- Identify sponsorship and funding opportunities that support TA initiatives
- Expand engagement of communities, governments, and organizations in CCRH initiatives
- Expand CCRH membership of communities, governments, and organizations
- Identify and support issues trending in rural communities that promote or enhance affordable housing development

Shared Office and Communications Responsibilities/General Admin (10% time)

- Assist CCRH is accomplishing its overall mission
- Assist CCRH in improving internal and external processes for greater efficiency and effectiveness
- Assist in coordinating mission-driven activities and events
- Other duties as assigned

Required Education and Experience

- A minimum of a bachelor's degree in urban planning, public policy, community development, or a related field
- Ideally, at least 2 years of experience working the areas of housing development, planning, economic development, community development, or a closely related field
- Experience working in diverse communities with strong cultural competency skills
- Developed research, analytical, and writing skills
- Strong communication skills with ability to foster strong relationships with key stakeholders and decision-makers
- Advanced computer skills in the MS Suite of programs

Preferred Skills

- GIS Mapping
- Experience working in the nonprofit and/or government sectors
- Training and organizing experience working with a diverse range of populations and communities
- Advocacy experience with affordable housing or related social equity issues

- Demonstrated experience in grant reporting

Attributes

- Commitment to low-income communities and communities of color
- Adaptable, flexible, and capable of working both independently and in team environments
- Entrepreneurial and self-motivated
- Ability to manage multiple projects simultaneously
- Highly organized, with keen attention to detail

Currently this position is remote from home, however, this position requires access to reliable transportation and future time in the downtown Sacramento office multiple days a week.

Salary Range: \$45,000 - \$60,000 annually. This is an exempt position.

Benefits package includes: health insurance (with vision and dental), retirement plan, and generous paid vacation and personal days. CCRH is an Equal Opportunity Employer and considers all employees and job applicants without regard to race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation or marital status, or any other status protected by the law.

We strongly encourage people of color, people of diverse gender identities, women and LGBTQ+ persons to apply.

To apply, please send PDF of resume and a cover letter to kate@calruralhousing.org with the subject: ASSOCIATE TECHNICAL ASSISTANCE PROGRAMS MANAGER