*Rural Community Assistance Corporation*

**Job Description**

***Development Services Program Coordinator***

**Classification:** *Grade 09* **Department:** *Housing*

**Status**: *Exempt* **Supervisor**: *Manager, Development Services*

**Location:** *Remote, locate within 1 hour of a major airport in the western,United States within RCAC’s services area, office/hybrid locations in Reno, Nevada or the West Sacramento office.*

Organization

Founded in 1978, RCAC seeks to collaboratively build the capacity of organizations that serve low-income people living in the rural West (13 states including Alaska and Hawaii). RCAC works in partnership with small rural and Indigenous communities and other local agencies to provide tools and resources necessary to improve their quality of life. RCAC offers a wide range of services to communities with fewer than 50,000 people including technical assistance and training for environmental infrastructure; affordable housing development; economic and leadership development; and financing to support community development. Since its inception, RCAC’s dedicated staff and active board have helped affect positive change in rural and Indigenous communities across the West.

**The Housing Department:**

The Housing Department provides technical support to local organizations working in a variety of housing programs.

* The Development Solutions program works with organizations to develop and manage affordable rental and homeownership housing.
* The Homeownership Solutions program supports a network of approximately 48 self-help housing agencies,
* The Housing Counseling program is a HUD intermediary for 18 groups and provides training to housing counseling agencies
* A newly created Disaster Recovery Services program.
* A newly created Homeownership Program, to promote homeownership in rural communities

Position Description: The Program Coordinator position reports to the manager of the Development Services working group (in development solutions). This position supports 3 project managers by administering and organizing all types of projects from simple activities like tracking deliverables on contracts, managing document checklists for investors and funders, to more complex activities such as documenting cash draws and managing budgets on construction loans, grants and equity investments. This position will coordinate vendor management, assemble grant submissions, stage reporting to funders and liaise externally with clients, funders and vendors, and internally with other departments at RCAC.

Skills and Qualifications:

* Coordinate project management activities, resources, and information
* Organize projects into smaller, achievable milestones
* Gather cost information and assist with developing budgets
* Oversee procurement processes in accordance with the federal regulations listed at 2 CFR 200
* Act as a point of contact on various due diligence contracts and provide client assistance
* Work with the Project Manager to resolve any project roadblocks that arise
* Create and maintain project documentation and approval schedules
* Write, track and score Requests for Proposals and Qualifications for various project contracts
* Assist with grant submission and reporting data, both internally and externally
* Other duties as assigned

Physical Job Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average two hours per day) to heavy (four or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to two days per month) to heavy (up to ten days per month) automobile and airline travel, including overnight travel. Occasional weekend and evening work may be employed in special circumstances.

Preferred Education and Experience:

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include

Experience:

1-2 years of experience in affordable housing, planning, community development or Project management or college level coursework in real estate development required.

1-2 years of experience in a project coordinator, executive assistant or other similar role.

 Working knowledge of project management and budgeting principles.

Strong organizational and administrative skills with the ability to prioritize competing requests in a dynamic work environment.

Experience with Excel, word, power point required; Salesforce and MS project are a plus.

Bilingual Spanish speaking is a plus.

 Preferred Education:

HS Graduate or Some College preferred depending on experience

**Special Requirements:**

**Possession of a valid drivers' license and proof of insurance that meets the minimum requirements of RCAC corporate liability policy will be required when traveling for business purposes.**

***RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.***

**RCAC employees are federally mandated to be vaccinated against COVID-19 as a condition of employment, subject to reasonable accommodation as required by law.**