



# COOPERATIVE DEVELOPMENT INSTITUTE

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## Housing Program Specialist (Maine)

**Reports To:** Housing Program Manager

**Salary and Hours:** \$18-21/hour for 40 hours/week. Paid time off. Health benefits.

### Position Overview:

Successful candidate will work as a Housing Program Specialist in the New England Resident Owned Communities (NEROC) program of the Cooperative Development Institute. This program is designed to provide affordable, secure housing to residents of manufactured housing parks by helping them finance, purchase and run the communities they live in through the creation of democratically-run cooperatives. The primary focus of this position is on post-purchase guidance, training and assistance to each community in the management and governance of their cooperative. Special attention is paid to helping members understand their roles and responsibilities in order to more effectively function as resident-owners and to foster a sense of empowerment and community spirit.

### Required Skills

- Ability to provide assistance, resources, and advice, while developing community leadership.
- Strong interpersonal communication skills.
- Knowledge and comfort with democratically run organizational structures, management, policies and best practices.
- Highly organized with the ability to pay close attention to detail.
- Meeting facilitation.
- Conflict mediation.

### Essential Job Functions: *Housing Program Specialist*

1. Provides technical assistance to resident-owned manufactured housing communities. Duties include:
  - a. Facilitating community meetings and presentations.
  - b. Assisting in resident association board meetings including preparation, agenda assistance, running of efficient meetings, parliamentary procedure, follow-up, and review of minutes and financial statements.
  - c. Training co-op boards and facilitating the creation, implementation, and enforcement of bylaws and community rules and regulations.

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THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

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- d. Training co-op boards and facilitating the creation and implementation of policies related to member applications, parliamentary procedure, committee structures, rules enforcement, management practices, etc.
2. Collaborates with other technical assistance providers to train board directors and community members in:
  - a. Cooperative principles and democratic processes.
  - b. Leadership development.
  - c. Rights, roles and responsibilities of members and directors.
  - d. Cooperative communication skills.
  - e. Understanding financial statements.
  - f. Capital improvements planning.
3. Provides organizational and administrative assistance to the NEROC program to ensure that the various elements of the program are running smoothly.
4. Assists both established and developing resident-owned communities with all aspects of their financial and loan compliance responsibilities.
5. As needed, assists struggling cooperatives to assess their organizational health, identify problems, and develop goals and a plan of action.
6. On occasion, serves as a Project Manager for community projects, oversees the sub-contractor and consulting Request for Proposal (RFP), recruiting, and contracting process, and oversees work and performance of project sub-contractors and consultants.
7. Provides project progress reports, as required.
8. Other tasks and special projects, as assigned.

### **Organizational Expectations:**

1. Responsible for conducting all activities within the prescribed policy and budgetary guidelines as set by the CDI Board and administered by the Executive Director.
2. Functions as a participant in CDI's Cooperative Development Team, sharing information effectively to assist others in doing CDI's work. Builds positive and strong relationships with other CDI staff.
3. Demonstrates personal responsibility in job performance.
4. Responsible for role modeling professional standard of behavior. Takes this role within the organization and is consistently respectful and professional with staff and clients.
5. May be required to perform additional, related duties or functions of lesser or greater responsibility as negotiated to meet the ongoing needs of the organization.

### **Minimum Requirements:**

1. 3 to 5 years of cooperative business experience preferred, including project management experience in for-profit, non-profit community or economic development organizations.

2. Experience with group facilitation, training and coaching a group through an autonomous decision-making process and coping with conflict situations.

**Knowledge Skills/Abilities:**

1. Advanced degree in related field welcome, minimum of Bachelor's degree or equivalent.
2. Strong knowledge of fiscal management, strategic planning and general business practices.
3. Working understanding of budgeting, real estate and financing.
4. Strong knowledge of and commitment to cooperatives and cooperative development.
5. Excellent communication skills, including public speaking, consensus-building and facilitation skills.
6. Ability to think critically and solve problems creatively with small and large groups.
7. Demonstrated success in community building and organizing.
8. Excellent interpersonal and negotiation skills.
9. Demonstrated experience in working remotely/independently.
10. Computer literacy required.
11. Ability to work with diverse groups of residents as well as town and state officials, attorneys, engineers, and other professionals.
12. Available evenings and occasional weekends.
13. Ability to travel.
14. Experience with cooperative governance structures and working with boards of directors preferred.
15. Experience with meeting process, property management, or contractor negotiations a bonus.

**Characteristics:**

1. Well-spoken and articulate.
2. Calm demeanor; able to perform under pressure during difficult interpersonal conflict.
3. Plans ahead, able to complete tasks and meet tight deadlines.
4. Able to understand and manage multiple complex tasks.
5. Works collaboratively, self-motivated, flexible, enthusiastic.
6. Demonstrates a strong belief in the cooperative philosophy and affordable housing mission CDI represents.

Please send a resume, cover letter, and references to CDI: attention NEROC. This position will remain open until filled.

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