



COOPERATIVE DEVELOPMENT INSTITUTE

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Cooperative Housing Specialist, Vermont New England Resident Owned Communities (NEROC) Program

About CDI: The Cooperative Development Institute (CDI, www.cdi.coop) is the Northeast's Center for cooperative business education, training, and technical assistance. CDI was founded in 1994 to build a cooperative economy in the Northeast.

CDI is a virtually based 501(c)3 non-profit. Our employees enjoy the work and appreciate the flexibility and independence of working from home, the commitment to continuous learning and intentional organizational culture, and the interesting and varied work. Because our organization is transparent, accountable, and participatory, our staff's ideas and opinions count. We are committed to maintaining this as a priority.

Our mission is to help people in the Northeast create cooperative businesses, housing, and networks that grow a prosperous, equitable economy. We envision a democratically owned and just economy where everyone can fulfill their needs and aspirations. See our website for more!

General Statement of Duties: The Cooperative Housing Specialist works within the New England Resident Owned Communities (NEROC) program of CDI. NEROC supports manufactured-home communities that are owned and governed by their residents as cooperative businesses known as ROCs (resident owned communities). When parks go up for sale NEROC helps the residents purchase them, and thereafter advises and trains residents to operate the business democratically. As a result, residents keep their housing affordable and secure, have a say in decisions, and set the direction for their communities.

The focus of the work is on guiding, training, and assisting ROCs in Vermont in the ongoing management and governance of their cooperatives. This entails helping leaders who serve on the cooperatives' boards understand their roles and responsibilities in order to more effectively function as resident-owners of a complex business. We also help the co-op leaders and members foster a sense of empowerment and community spirit. The work is extremely varied.

Essential Job Functions: Cooperative Housing Specialist

- 1) Provide "technical assistance" to resident-owned manufactured housing communities, following the business model created by ROC USA. Duties include:
 - a) Assist with board meetings and periodic member meetings, including coaching on: meeting and agenda preparation, running efficient meetings, parliamentary procedure and democratic dynamics, task management, and minutes and financial reports.
 - b) Train and coach boards on using and updating the co-op's bylaws, community rules and regulations, and business policies related to member applications, committee structures, rules enforcement, management practices, etc.
 - c) Help cooperatives find the resources they need to run the business, and coach on problem-solving.
- 2) Assist ROCs with all aspects of their financial and loan compliance duties.

- 3) Collaborate to deliver trainings on best practices relating to the ROC model, including:
 - a) Cooperative principles and democratic processes, and the rights, roles, and responsibilities of members and directors.
 - b) Communication skills and work systems.
 - c) Understanding financials, budgeting, asset management, and capital improvements
- 4) Take part in the organizational work and decisions of NEROC to help the program run well.
- 5) Communicate with officials, attorneys, engineers, and other professionals about clients' needs.
- 6) Help clients line up the resources for infrastructure and infill projects and liaise with their project managers, or on occasion provide the project management.
- 7) Do required internal and external reporting, including to CDI funders and client lenders.
- 8) As needed, help struggling cooperatives identify problems and develop a plan of action.
- 9) Other tasks and special projects, as assigned.

Required Skills and Abilities

- Flexible availability that includes days, evenings, and occasional weekends.
- Access to reliable transportation.
- Strong relational and interpersonal communication skills.
- Highly organized and self-managing, with the ability to pay close attention to detail, plan ahead, prioritize, and meet tight deadlines.
- Proven ability to learn quickly, process a lot of information, and apply it on the job.
- Able to work well under pressure and to handle difficult interpersonal conflicts skillfully.
- Works collaboratively, self-motivated, flexible, enthusiastic.
- Shows a strong commitment to the cooperative mission of CDI and affordable housing mission of NEROC.

If not present at hire, these skills and abilities must be gained within 3 to 6 months of starting:

- Comfortable working remotely and independently.
- Computer literate and familiar with programs used in remote work including video platforms, cloud storage, and office applications.
- Culturally sensitive to working with diverse groups of people.
- Experience with meeting facilitation.
- Able to assist and advise clients while developing their leadership skills, meeting people where they are while nurturing self-sufficiency.
- Familiarity and comfort with democratically run organizational structures, management, policies and best practices.
- Experience in coping skillfully with challenging behaviors or conflict situations.
- Strong grasp of fiscal management, strategic planning, and general business practices.
- Working understanding of budgeting, accounting, and financial reporting.
- Comfort with public speaking.

Preferred Areas of Experience

1. Cooperative business or project management in community or economic development.
2. Group facilitation and coaching groups through autonomous decision-making.
3. Real-estate finance, property management, or contractor negotiations.

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. Participates in CDI's overall team, sharing information effectively for mutual support to do CDI's work. Builds positive and strong relationships with other CDI staff.
3. Demonstrates personal responsibility in job performance.
4. Responsible for modeling professional behavior and is consistently respectful with colleagues, 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.

Wages, Benefits, and Hours: Starting wage is \$26.10/hour, based on experience. This a full-time position with a 40-hour work week. Benefits include: paid time off including 3 weeks of vacation, increasing to 4 weeks after two years' tenure, plus 9 paid holidays/year and a five-week sabbatical after five years of employment. We also offer: home office stipend, health benefits, family and medical leave, retirement plan and other benefits. Mileage reimbursed at the IRS rate.

FLSA Status: Non-Exempt

Supervision: Supervised by one of NEROC's two Co-Directors. This position has no supervisory responsibilities.

Geography: Work with clients in Vermont, mostly located in the northern half of the state. May sometimes help with acquisition work around the Northeast.

Inclusion: We do not discriminate on the basis of race, color, national origin, sex, gender, age, or disability. CDI is an equal opportunity employer and service provider.

We promote economic prosperity for all through our work with our clients, our hiring and employment practices, and our vigorous commitment to cooperative principles. We strive daily to acknowledge and eliminate all forms of oppression. By examining bias within ourselves and our organization, we work mindfully to make our board and staff more inclusive. We actively fight against racism, classism, gender inequality and all efforts to marginalize anyone. The nature of our work engages us directly with the working poor, the educationally disadvantaged, the elderly, immigrants and refugees. It is our goal to see all of our clients prosper within the cooperative movement.

We welcome applicants from underrepresented identities, and those who have a commitment and track record of bringing an inclusive and equitable approach to their work.

To apply, please send a cover letter and resume to [hiring@cdi.coop](mailto: hiring@cdi.coop). The position will remain open until filled but applications received by June 9 will receive priority attention. Three references will be requested before an offer is made.

No phone calls, please.

Equal Opportunity Employer

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