



POSITION TITLE: Assistant Development Specialist-AmeriCorps Member	REPORTS TO: Director of Community Engagement and Development
DEPARTMENT: Development	FLSA STATUS: Non-Exempt

Triple C Housing, Inc and Local Initiatives Support Corporation (LISC) are seeking a full-time AmeriCorps member to serve as an Assistant Development Specialist. We are recruiting a full-time AmeriCorps member to be a part of our team for 10 months. The position will remain open until filled. The exact start and end date of the contract position is confirmed by the Member Agreement of Participation that will require signature prior to the start of service. This is an AmeriCorps position and the individual selected to serve is not considered to be an employee of Triple C Housing, Inc or LISC.

Triple C Housing, Inc. (Triple C) is a highly recognized supportive services provider and community housing development organization (CHDO) operating in Middlesex, Monmouth, and Ocean Counties.

Triple C supports over 240+ households serving vulnerable individuals and families impacted by a disability, those formerly homeless or at risk, and veterans and their families.

Triple C owns and operates 42 residences in 17 single family and multifamily sites across the three counties, housing 79 individuals and families with special needs with additional expansion underway. Triple C has been providing exceptional individualized care and developing affordable supportive housing for over 42 years.

Triple C began as a grass-roots collaborative of parents seeking to enhance the quality of life for their disabled children and create a support system for families. Triple C quickly grew its mission to incorporate housing development along with the delivery of community based support services. Upon its founding in 1979, Triple C swiftly moved to create residential opportunities to deinstitutionalize individuals long forgotten in the State Psychiatric Hospitals. In 1985, Triple C opened its inaugural group home and expanded its housing portfolio to include affordable supportive housing, scattered site rental units, and multifamily residences.

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families. Over the last 40 years, LISC and its affiliates have invested approximately \$24 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from the East Coast to the West Coast in 36 urban markets from Buffalo to San Francisco and 2,400 Rural counties. To learn more about LISC visit their website at www.lisc.org.

EXPECTATIONS

Understand and follow Triple C Housing’s Compliance Plan, employee handbook, policies, procedures and rules, and its mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment to our community, and accountability and ownership. **This position requires the ability to operate a motor vehicle as it will travel throughout Middlesex, Monmouth, and Ocean Counties to look at potential projects.**

OVERVIEW

Under the direction of the Director of Community Engagement and Development, the Assistant Development Specialist assists in planning and organizing the operations and activities of the organization’s housing and real estate development programs; ensures compliance with federal, state, and local laws and regulations and policies and procedures; act as a backup liaison with federal, state, and community agencies regarding real estate acquisition, development, construction, and operations; coordinates with agency staff and a broad range of business, community and financial organizations, governmental agencies, funding sources and other entities; and performs related duties as assigned.

RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class of operations.

- Assists in the work of Triple C's real estate development, acquisitions, finances, and construction operations; establishes operational plans and initiatives to meet real estate development goals and objectives; collaborates on project plans, work programs, processes, procedures and policies required to achieve overall departmental results; assists in monitoring performance against program and project budgets.
- Participates with managers and directors of other departments in establishing plans for Triple C and its housing programs; collaborates on program and policy issues with directors'/team members of other departments related to housing development and property management.
- Supports the activities and project management of affordable housing/real estate development and rehabilitation; assists in analyzing opportunities and constraints for alternative real estate development scenarios and sites; conducts feasibility research; collaborates on financial proformas for potential projects; assists in the establishment of development project plans and budgets; monitors real estate project compliance with applicable land-use laws, financing requirements and regulatory requirements; coordinates real property negotiations and transactions, interfacing with various divisions and departments; assists in writing grant proposals to secure funding.
- Assists in the preparation of cost estimates required for competitive bidding; Inspects construction and rehabilitation projects for compliance with workmanship standards, specifications, codes, property rehabilitation standards, contract conditions, and progress payment disbursements;
- Assists with preparing clear, concise and comprehensive correspondence, reports, studies and other written materials.

KNOWLEDGE/SKILL/ABILITY

- Ability to work in a fast paced and rapidly changing environment.
- Effective communicator (written and oral), with the ability to exercise critical thinking skills and exercise sound judgment in decision making.
- Demonstrate and promote cultural sensitivity and professionalism.
- Ability to handle multiple projects and prioritize accordingly; organized; detail-oriented with strong administrative skills.
- Ability to research federal, state and local policy, law, regulations and court decisions applicable real estate acquisition, development funding and construction, as well as low income housing operations.

REQUIREMENTS

- Bachelor's degree required with major course work in business, finance, real estate development, or related field.
- Knowledge of Microsoft Office and ability to navigate technology.
- Interest and/or experience in affordable/low-income housing and/or real estate experience including experience with affordable housing finance, grant programs including, but not limited to: Low Income Housing Tax Credits (LIHTC), HOME Program funds, Redevelopment, Community Development Block Grant (CDBG), MHP, HUD, AHP and other public and private programs.
- Interest and/or experience dealing with sensitive populations (veterans, special needs, etc.).
- Possess valid driver's license in state of residence with driving report in compliance with Agency policy.

PHYSICAL REQUIREMENTS

- Use of standard office equipment (telephone, fax, computer, copier, etc.).
- Moderate physical effort in order to assist tenant in home environment, when moving in, out or between agency housing units.
- Ability to operate a motor vehicle safely, using defensive driving techniques.
- Some lifting may be required, in addition to walking, standing, sitting, stooping, bending and driving.

Print Employee Name: _____

Employee Signature: _____ Date: _____

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as requested by their supervisor in accordance with Triple C Housing guidelines.

Requirements are representative of minimum levels knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.
EOE