



**FRANKLIN COUNTY REGIONAL HOUSING &
REDEVELOPMENT AUTHORITY**

241 Millers Falls Road • Turners Falls, MA 01376
Telephone: (413) 863-9781 • Facsimile: (413) 863-9289

Housing Development Rehabilitation Coordinator

Job Class: Part-Time (22.5 hour/week), Temporary, Non-Exempt

Franklin County Regional Housing and Redevelopment Authority (HRA) and Rural Development Inc. (RDI), non-profit development affiliate created by HRA, are seeking a part-time housing development professional to join our team to create affordable housing opportunities in Franklin County and the North Quabbin region. This position works directly with the Housing Development Director in a complex organization that also oversees private affordable housing, public housing, community development, and redevelopment throughout this beautiful rural region.

The rehabilitation coordinator will work closely with the Housing Development Director to establish and build a program to develop small-scale affordable housing in our region. This position is grant-funded through June 30, 2023, with potential for a longer commitment and additional hours dependent on funding availability and workload. Anticipated start date of April 1, 2023.

PRINCIPAL DUTIES:

1. With guidance from the Housing Development Director, seek out small-scale housing development opportunities, including abandoned, vacant properties through the Attorney General's Neighborhood Renewal Division, municipally owned properties, and private redevelopment opportunities.
2. Assist with preliminary feasibility and due diligence, including project design, development budgets, and schedules.
3. Assist with funding and financing applications, and associated reporting. Research new funding opportunities for projects and program support.
4. Assist with negotiating and procuring contracts with architects, rehabilitation specialists, contractors and third-party professionals, and oversee associated work.
5. Help facilitate and coordinate the public approval process (planning, zoning, and permitting) and collaborate with community stakeholders.
6. Assist with the affirmative and fair housing marketing and sale / lease up of properties. Engage neighbors and community groups in marketing efforts.
7. Provide guidance and feedback on small-scale housing program elements.

SUPERVISION RECEIVED: Works under the supervision of the Housing Development Director.

Rental Assistance • Housing Development • Housing Management • Community Development
Municipal Assistance • Rehab Financing • Housing Counseling and Education • Public Infrastructure

Equal Housing Opportunity



SUPERVISION GIVEN: With support from the Housing Development Director, oversees contractors and consultants.

GENERAL QUALIFICATIONS: The candidate should possess knowledge of the following; however, some skills may be learned on-the-job and through training opportunities:

1. Experience in affordable housing, non-profit, and / or municipal planning and community development.
2. Familiarity with the development cycle of a real estate project.
3. Project budgeting and feasibility analysis.
4. Energy efficiency and green building practices and incentives.
5. Public and private funding sources for affordable housing development, such as CDBG, CPA, DHCD, Mass Housing, Massachusetts Housing Partnership, USDA RD, etc.

MINIMUM EDUCATION AND EXPERIENCE:

1. The candidate should have a minimum of 3 years of work experience in affordable housing, real estate, and/or municipal planning and community development.
2. Previous experience in building construction trade and/or housing rehabilitation preferred.
3. Bachelor's degree preferred, or a combination of applicable education and experience.

OTHER: Must possess a valid driver's license or have access to reliable transportation. Background check required.

Salary and benefits are according to state and federal law, Board approved personnel policies and budget. HRA is an Equal Opportunity/Affirmative Action Employer.