

Charlottesville Redevelopment and Housing Authority

Job Description

Position: Redevelopment Coordinator
Reports to: Deputy Executive Director or designee
Classification: Full-Time Fair Labor Standards Act (FLSA) Exempt Salaried

In Charlottesville, we believe that quality, affordable housing is fundamental human right.

Who we are: We are the Charlottesville Redevelopment and Housing Authority “CRHA”. We subscribe to a Residents First! philosophy that is grounded on relationships that develop and thrive only when mutual respect, dignity and commitment is afforded one another. At CRHA, relationships matter.

In addition to creating opportunities for our residents to reach their potential through housing programs and resident services, we also create opportunities for our employees for professional growth and to contribute meaningfully to the workplace and the community. We foster a collaborative and respectful work environment where every team member plays a significant role in working together to further our mission.

Who we are seeking:

CRHA is searching for a mission driven, flexible, high achieving individual that enjoys helping others to join our team as a Redevelopment Coordinator. A CRHA Redevelopment Coordinator is a problem-solver who recognizes that their success can only be measured by the successes of those we serve - our residents and our community.

General Statement of Duties:

This position fulfills the overall community engagement aspects involved in the resident-driven redevelopment of housing that is affordable, high quality, suitable to a range of needs, sustainable and attractive. The Redevelopment Coordinator works to ensure high quality outcomes for our community by facilitating community engagement with development efforts, engaging in advocating for equity impact. It manages all aspects of specific redevelopment engagement projects as assigned. The Redevelopment Coordinator shall perform all these responsibilities in service to CRHA’s mission to assist low-income households and other customers, and to do so in ways that aspire to programmatic and administrative excellence. May also involve assisting with outreach programs for relocation.

Knowledge, skills and abilities

Possess or acquire and maintain a high level of expertise in the current and evolving principles and practices in the following areas:

Desired Knowledge:

- Participate and report back to community partners and residents on design consultant and construction contracts and selection processes;
- Interact with architects, engineers, contractors, manufacturers and government agency representatives on all aspects of project;
- Coordinate with relocation staff for relocation activities, as necessary.
- In coordination with the Housing Programs Department, assist as necessary with initial rent-up;
- Act as liaison between residents and community organizations on development activities;
- Prepare for and make public presentations related to the project.

- Extensive knowledge of Housing and Urban Development (HUD), state and local regulations, laws and ordinances regarding construction, zoning, land use, and section 504 of the Americans with Disabilities Act (ADA) requirements;
- Good understanding of the public planning process;
- Working knowledge of public housing standards and housing quality standards;
- Prior experience working with community-based organizations;
- Demonstrate ability to get along with others effectively; to manage conflict; to participate as a team member; and to give and accept criticism constructively;
- Write clearly and informatively; edit work for spelling and grammar; vary writing style to meet needs; present numerical data effectively; able to read, write and interpret documents of a technical nature.
- Able to approach problems pro-actively with empathy, analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Can attend to highly detailed work accurately and efficiently; able to organize and work independently in an environment of frequent interruptions;
- Have a high regard and ability to meet schedules and timelines; demonstrate excellent ability to work independently with little direction;
- Ability to engage a wide variety of people with a high level of professionalism, courtesy and good humor, including culturally, socially and economically diverse populations, seniors, persons with disabilities, contractors, and professional colleagues;
- Show a strong commitment to maintain confidentiality in all assignments as directed;
- Possess a high degree of proficiency in Microsoft Office products, including Projects, Word, Excel, and Outlook and otherwise to be effective without close clerical support;
- Share CRHA's mission to serve low-income persons and to provide service in a way that aspires to standards of administrative and programmatic excellence.
- Working knowledge of professional architectural concepts, principles, and practices applicable to the planning, design, renovation, and construction of such structures as single family, duplex and multifamily building, community centers and maintenance facilities;
- Represents CRHA and ensures the trust of public agencies, elected officials, residents, community groups and financial institutions.
- Prepares and delivers presentations about various development projects and budgets to staff, Board members, city officials, and the general public.
- Plans, organizes, and leads project meetings with internal staff, project partners, and community stakeholders.
- Generates monthly newsletters for all stakeholders.
- Manages files for all projects in designated agency cloud files.
- Works with developing and promoting Section 3 program as well as other supportive wrap around services.
- Takes and distributes meeting minutes to committees they staff in a timely manner.
- Work evenings and some weekends
- Solve complex situations and diffuse explosive situations
- Communicate effectively both verbally and in writing with people from a variety of cultures, languages, incomes, and levels of education.
- Establish working relationships with residents, co-workers, and other professionals
- Maintain resident confidentiality at all times
- Access community resources and form collaborations
- Motivate others toward a common goal

- Potential to work Remotely Temporarily due to COVID if needed
- Performs other related duties as assigned

Primary Focus:

The Redevelopment Coordinator reports directly to the Deputy Executive Director or their designee as part of a team with the Section 3 Coordinator. The Redevelopment Coordinator is someone who can facilitate, coach, and motivate others. They are respectful at all times, patient, polite, impartial and quick to follow up on promises. They are able to understand and communicate organizational goals and develop creative approaches to meet those goals. The Redevelopment Coordinator will work closely with other staff to provide exceptional care and support to those we serve. Most importantly the Redevelopment Coordinator is a person of integrity, accountability, has an eye for details and heart for working with residents.

The role of the Redevelopment Coordinator is critical to the success of CRHA in its mission to serve the residents of our communities and neighborhoods. The primary duties of the Redevelopment Coordinator are:

1. Coordinate and document all pre-redevelopment and redevelopment related functions on behalf of CRHA to include attendance at redevelopment planning and related meetings (as directed)
2. Assist with CRHA's effort to develop a robust Section 3 program for our public housing residents and community.
3. Explore and develop strategies through which a Financial Opportunity Center model can be incorporated into CRHA's redevelopment plans and portfolio.
4. Provide other administrative and project management support as directed.
5. Provide weekly project update reports for the Deputy Executive Director or designee.
6. Serve as staff liaison to the Redevelopment Committee.
7. Provide weekly reports to the Redevelopment Committee to include meeting minutes and project updates.
8. Identify and negotiate with private for-profit and non-profit stakeholders in planning and implementing redevelopment activities.
9. Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.
10. Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; recognizes working colleagues as customers.
11. Effective Communication: Ensures information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.
12. Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.
13. Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Specific duties in this area include (but are not limited to):

- Build positive partnerships/relationships with all CRHA residents and families.
- Holds self, and others if applicable, accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and when applicable delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

- Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals, causes change. Exercises significant discretion and independent judgment in departmental responsibilities. Interprets specific policies, regulations, laws, and theories, and makes recommendations to senior management of action to be taken.
- Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.
- Ensure all Fair Housing laws and regulations are followed.
- Assist in the development of redevelopment budgets

Minimum Requirements:

1. Bachelor degree, preferably with public administration, engineering, architecture, urban planning, construction management, or related field, or equivalent experience;
2. Three or more years experience in a public or private organization in community engagement with low-income communities, required;
3. Two to three years experience in project and grant budgeting.
4. Thorough knowledge of the principles, policies, rules, regulations, and procedures governing Public Housing and Housing Choice Voucher including HUD regulations, Capital Fund, non-HUD programs, and non-profit instrumentalities, and LLCs, or an equivalent combination of education and experience may be considered.
5. Knowledge of HUD’s on-line Real Estate Assessment Center (REAC) to include, but not limited to: PIC and SPEARS or the willingness and ability to learn and utilize these tools.
6. Strong leadership skills.
7. Strong interpersonal skills.
8. Excellent written and verbal communication abilities.
9. Ability to comprehend and interpret complex governmental regulations.
10. Solid planning, organizational, and analytical abilities.
11. Demonstrated ability to design, recommend, and implement modifications of procedures, forms, and records.
12. Sound knowledge and experience with cloud-based management software preferred.
13. Must have valid driver’s license and be insurable under CRHA policies.

Diversity

CRHA’s staff, its clients, and the staff of community partners are diverse in many ways, including diversity by race, national origin, language, sexual orientation, age and disability. CRHA considers this diversity to be an important asset. All CRHA employees must engage diverse people in constructive and effective ways as supervisor, colleague, business partner, and/or service provider.

This job description has been reviewed with me. My signature indicates that I understand the requirements for this position, and I have received a copy of this job description.

Printed Name

Signature

Date