



POSITION SPECIFICATION

<u>POSITION TITLE:</u>	Program Coordinator, Chatham
<u>LOCATION:</u>	Chicago, Illinois
<u>THE COMPANY:</u>	<i>Neighborhood Housing Services of Chicago</i>

Established in 1975, Neighborhood Housing Services (NHS) of Chicago is a non-profit neighborhood revitalization organization committed to helping homeowners and strengthening neighborhoods. Our mission is to create opportunities for people to live in affordable homes, improve their lives, and strengthen their neighborhoods.

NHS is a 501c3 non-profit corporation which includes five separate legal entities: Neighborhood Housing Services, Neighborhood Lending Services, Neighborhood Redevelopment Corporation, Neighborhood Redevelopment Corporation, and Neighborhood Housing Services of the Fox Valley.

SCOPE AND RESPONSIBILITIES:

The Chatham Program Coordinator is responsible for producing the outcomes pledged in the MOU by NHS and the Greater Chatham Initiative, while delivering to the neighborhoods NHS programs including lending, construction, homeownership and redevelopment and maintaining mutually supportive relationships.

Specific Responsibilities:

Planning and Evaluation:

- Coordinates the neighborhood strategy and outreach activities; plans and assesses progress against goals. Modifies and recommends changes to program when appropriate based on economic and environmental factors to address changing needs
- Develops and implements an annual plan in coordination with the advisory council to meet annual priority and strategic goals
- Evaluates and analysis data and community response to services and program impact
- Manages program achievements; reports achievements and challenges to a variety of stakeholders including NHS leadership
- Develops annual budgets with Program Manager and CFO

Program Service Delivery:

- Marketing NHS Services: Create a buyer pipeline and refer prospective buyers to participating lenders and NHS Homeownership Counselors, who will assist potential buyers navigate the home buying process
- Stabilizing and Educating Existing Homeowners: Assist existing homeowners in accessing affordable financing and grants (if available) to assist with general home maintenance, energy efficiency, and larger rehab projects. Also, facilitate neighborhood-based post-purchase education workshops addressing estate planning, insurance issues, and home improvement topics
- Reclaim Housing Stock: Work with MMRP Coordinator and NHS Redevelopment Corporation to identify strategies to reoccupy vacant 1-4 unit buildings (e.g. Receivership, direct development, and referral to partner developers); Collaborate with developers, realtors and others to identify and promote homes in the GCI service area to potential buyers.
- Marketing Communities: In partnership with GCI, NHS' Senior Marketing and Public Relations Associate, community stakeholders, and outside marketing consultants (as needed) develop and

implement a marketing strategy to promote opportunities both in the community and citywide to promote homeownership and the GCI service area.

- **Place-making Campaign:** Support the creation of one or more historic districts within the service area including the ongoing effort by the City of Chicago to create a Mid-Century Modern focused district in Chatham. The broad focus area for this place-making effort will be 79th Street to 94th Street and State Street to King Drive, with the objective of creating a narrative to market to and attract upwardly mobile and middle income African Americans to purchase homes in the focus area and to participate in the revival of Greater Chatham.
- **Resident Engagement:** Develop an advisory council comprised of resident and other key community stakeholders; staff and direct the advisory council in planning and leveraging NHS' resources to achieve maximum impact as well as setting priorities and strategies for the program. The existing GCI Housing Committee might serve as this role.
- Performs other duties as required.

PERFORMANCE MEASURES

- Demonstrates produced results as indicated in annual plans, partnership agreements, MOU's and/or contracts.
- Demonstrates assessment of program's strengths and weaknesses.
- Total overall number of households served in Greater Chatham
- Total number of new homeowners created
- Number of existing home owners receiving rehab loans or grants for home improvement
- Total number of people attending homebuyer's education and counseling
- Total number of people attending post purchase workshops
- Marketing and outreach efforts

EXPERIENCE / SKILLS REQUIRED:

- Bachelor's degree in Urban Planning or related field ***required***. Master's degree ***preferred***.
- Three to five years of experience in community development and/or housing.

Other Requirement

Someone that is a resident of the Greater Chatham area and/or has in-depth knowledge of the community is ***preferred***.

Please note this position is under the Great Chatham Initiative Program agreement which will be ending August 31, 2019.

NHS is an Equal Opportunity Employer committed to a diverse and talented workforce.

CONTACT INFORMATION:

Interested applicants should apply via the following url for consideration:

https://workforcenow.adp.com/jobs/apply/posting.html?client=NHSORG&jobId=137916&lang=en_US&source=CC3