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Housing and Community Development Associate Position Description

Scope

The Housing and Community Development Associate is a one-year, full time position to provide programmatic support to housing policy and planning activities within the Housing + Community Development Program. The Fellow provides research, analysis, and writing to the *Homes for a Changing Region* program, which develops housing action plans to help municipalities encourage an affordable and accessible supply of housing; to the Housing & Community Development Committee, which explores shared housing issues on a quarterly basis; and to other housing initiatives as they emerge. Additionally, the Fellow supports administration of energy efficiency programs under the direction of the Executive Director.

Nature of Responsibilities

Housing + Community Development (65%)

The Associate will support Caucus programs to help municipalities support a balanced and affordable housing stock, including the Homes for a Changing Region program and the Housing + Community Development Committee. There is also opportunity for growth of responsibilities. The Associate will:

- Facilitate meetings, take notes, develop agendas, research trends in the housing market, and prepare presentations.
- Contribute to final written reports and materials on housing planning at the local and regional level;
- Research local and national policy practices in housing planning and programming;
- Organize practices into a repository accessible to local jurisdictions;

Energy Efficiency (25%)

The Associate supports the administration of the Powering Safe Communities and Powering the Holidays programs, which support local governments in projects in energy efficiency and improved electrification. These programs are directed by the Executive Director of the Caucus. The Associate will:

- Develop and maintain accurate records of sub-grant applications and supports the work of the grant review teams.
- Prepare, monitor, and distribute sub-grant awards and contract documents.
- Monitor progress of sub-grant projects.
- Maintain accurate financial records and project accomplishment data for monitoring and reporting.
- Support local governments in planning, preparing, and applying for sub-grants, and in administering and completing grant transactions.

City of Chicago · DuPage Mayors and Managers Conference · Lake County Municipal League · McHenry County Council of Governments
Metro West Council of Governments · Northwest Municipal Conference · South Suburban Mayors and Managers Association
Southwest Conference of Mayors · West Central Municipal Conference · Will County Governmental League

433 West Van Buren Street, Suite 450, Chicago, Illinois 60607
Tel: 312.201.4505 Fax: 312.454.0411
www.mayorscaucus.org

Special Projects (10%): The Associate will have the opportunity to participate in other Caucus projects as assigned by senior staff. These projects may vary based on organizational need and demonstrated skill set of the candidate.

Knowledge, Skills, and Abilities

- Working knowledge of one or more of the following areas:
 - Housing and community development issues;
 - Community engagement practices, particularly for diverse populations;
 - Municipal government administration; and/or
 - State or federal policy in related issue areas.
- Demonstrated research skills, preferably in one of these issue areas;
- An ability to integrate policy concepts into reports, briefing materials, and other materials;
- Ability to express local policies and practices effectively individually and to groups;
- An ability to manage tasks across multiple projects and work independently;
- Strong aptitude with Microsoft Word, Excel, and other Office programs; and
- An entrepreneurial spirit and willingness to take on additional roles; and
- Strong aptitude with Zoom, Microsoft Word, Excel, and other Office programs.

Education and Experience

The Associate must be a graduate from an accredited college or university with a bachelor's degree in public policy, urban planning, or a related field. A master's degree in urban planning or public policy is desired. Familiarity with Chicago suburbs is also highly desired.

The Caucus understands that no candidate checks every single box in a job description and it values multiple pathways towards attaining professional experience and education. This includes relevant lived experience and/or equivalent experiences in housing and community engagement, including volunteering. If the position interests you, we encourage you to apply.

Employment and Working Conditions

This is a hybrid position. Work will primarily be performed at home and at the Metropolitan Mayors Caucus office with some local travel throughout the region. Hours of work will generally be between 9 AM and 5 PM though additional duties before and after these standard hours may be required. Travel will be fully compensated at federal rates.

The position is full-time for one year. Position renewal is likely but is contingent upon grant funding. Salary is commensurate with experience.

Contact

Please send a resume, cover letter, and writing sample between 1 and 5 pages to:

Kyle Smith

Director of Housing and Community Development Initiatives

Metropolitan Mayors Caucus

ksmith@mayorscaucus.org

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