



12972 San Pablo Ave
Richmond, CA. 94805

Tel. 510.237.6459
Fax. 510.237.6482
www.richmondNHS.org

Job Details:

Job Title: Program Coordinator
FLSA Status: Part-time (2 year contract)
Schedule: 32 hrs/ week
Pay: \$24 per hour

Summary:

Richmond Neighborhood Housing Services, Inc. (RNHS) has a long rich history in the City of Richmond and City of Oakland. RNHS was founded by dedicated low- income Richmond residents to address the housing needs within the community and was created to strengthen low income families and neighborhoods through the development and management of housing projects.

Overview of ADU Program: <https://www.up-partners.com/city-of-oakland-accessory-dwelling-unit-initiative>

RNHS is seeking an ADU Program Coordinator to work with project teams to support the development of Accessory Dwelling Units in Oakland, including financing, design, construction, and client management. The Program Coordinator will be performing a variety of complex tasks involving administrative, analytical, and project management. The Program Coordinator must use considerable independent judgement, thought and initiative to determine the approach or action to take in non-routine situations. The position will represent RNHS to interact with vendors and external partners.

Responsibilities:

- Coordinates meetings with outside contractors, consultants and financial partners
- Facilitates interactions between homeowners and contractors to have seamless communication
- Supports design and construction team
- Manages and communicates with external partners
- Works with homeowners alongside with Housing Counselor to facilitate homeownership education
- Prepares presentation materials for internal and external partners
- Facilitates community outreach
- Maintains database on Homekeeper

Minimum Qualification:

- Associate's degree and two years relevant experience, or Bachelor's degree in City Planning, Public Policy, Economics or other related fields
- Interest in affordable housing, especially infill developments
- Proficient in Microsoft Office Software, including PowerPoint, Excel and Word
- Ability to interpret complex documents such as contracts, procedure manuals, funding regulations, and building and zoning codes



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- Ability to write reports and correspondence
- Ability to adapt to changing needs as new projects and tasks arise
- Excellent organizational and interpersonal skills
- Ability to work independently and within a team environment
- Ability to multi-task under pressure to meet competing deadlines, gather and analyze information, and solve problems skillfully and timely in a fast-paced work environment
- Must possess a valid California Driver's License, reliable transportation, and proof of current auto insurance policy