

DATE POSTED: March 12, 2024

POSITION: Housing Program Associate

COMPENSATION: \$50,000 - \$55,000/year salary, full time, with benefits (employer matched IRA, health care and dental, generous paid time off). *Salary commensurate with experience.*

APPLICATION DEADLINE: Open Until Filled

REPORTS TO: Associate Director

About [Northcountry Cooperative Foundation \(NCF\)](#):

NCF's mission is to improve lives and communities through cooperative enterprise. NCF was formed twenty years ago as a charitable and cooperative education institution. In 2001, NCF expanded its mission to include cooperative housing development. Since 2008, NCF has focused on helping residents of investor-owned manufactured (mobile) home communities purchase and operate their communities as resident-owned communities (ROCs). We deliver pre- and post-purchase technical assistance and help homeowners navigate purchasing their manufactured home communities by securing the financing needed to shape their economic futures through the formation of resident-owned cooperatives (ROCs). NCF is one of eleven Certified Technical Assistance Providers (CTAPs) under the national ROC USA® Network.

POSITION SUMMARY:

The Housing Program Associate will work together with the NCF staff to organize housing communities into cooperatives and provide ongoing support and technical assistance to established housing cooperatives throughout Minnesota and Wisconsin.

KEY RESPONSIBILITIES:

TECHNICAL ASSISTANCE (70%)

- Lead organizing activities in manufactured home communities and multifamily communities that are preparing to form a cooperative corporation and purchase their housing; including business and governance support and acting as liaison to all related vendors.
- Deliver technical assistance and training to emerging cooperative housing communities, including housing development, finance, management and governance tools.
- Conduct public speaking engagements and trainings related to technical aspects of cooperative housing and community development, including creating meeting agendas, developing and following action plans, tracking dashboards, developing and enhancing performance metrics, and building systems that can optimize the efficacy and outcomes of housing cooperatives.
- Analyze outcomes and effectiveness in the delivery of technical assistance delivered to the cooperative and assist in evaluating organizational capacity and needs of cooperatives.

PARTNERSHIPS / OUTREACH (20%)

- Assist NCF affiliates and partners in their efforts to develop and sustain affordable cooperative housing;
- Support relationships with local, regional and national partners, current and potential investors, and federal, state and local agencies in the development of cooperative housing;
- Assist in promoting the concept of cooperative living to prospective housing co-op residents, conducting or overseeing initial educational and orientation sessions.

PROGRAM / SYSTEMS / ADMINISTRATION (10%)

- Comply, in a timely way, with internal requests for information, track data, generate reports, deliver documentation and undertake other related tasks to ensure prompt closing of loan or grant commitments and timely reporting to grant and program funders;
- Develop written materials to assist NCF, cooperatives, and their members;
- Follows process checklists, adapts process to circumstances, and/or proposes process improvements as needed;
- Program management and reporting responsibilities, as assigned;
- Perform other tasks as assigned.

REQUIRED EXPERIENCE AND EDUCATION :

- High school diploma or GED
- Two years' experience in housing and/or community development work in a nonprofit, government, banking, or development organization
- Comfortable working with changing priorities and circumstances and able to balance diverse responsibilities.
- Experience working both independently and in cooperation with colleagues in a service-oriented, collaborative environment.
- Self-directed work style and willing to ask for help and direction when needed.
- Clear communication skills; communicate clearly, effectively, appropriately, and in a time-sensitive manner with coworkers, colleagues, and stakeholders.
- Excellent presentation, oral, and written communication skills;
- Strong planning, time management, and organizational skills
- Good computer and data management skills (experience with Excel preferred)
- **Ability to travel as needed, including evening meetings, and have a valid MN driver license and automobile access;**

PREFERRED SKILLS:

- Background with real estate transactions.

- Experience organizing in rural communities, low-income communities, working toward building consensus;
- Fluent in English and Spanish or Karen.
- Interest in community organizing, cooperative enterprise, or social justice work.
- Demonstrated capacity to work respectfully with diverse constituencies, including low-income and disabled residents, people of color;
- Capacity to integrate diverse objectives with a high level of attention to detail and deadlines;
- Strengths in process, outcomes, and building and strengthening relationships.

WORKING CONDITIONS

NCF is currently a hybrid-remote and in-person office with staff living primarily throughout the Twin Cities Metro. The organization has a physical office in St. Paul, MN. NCF is flexible on where employees perform their work, depending on where the employee lives and the responsibilities of their position. Tools are made available to employees for managing time and tasks, communicating with co-workers, logging and tracking projects, and accessing resources. They are expected to check-in with their managers at least once a day.

Normal office hours are 9:00 a.m. to 5:00 p.m., Monday to Friday. Employees must be able to sit for long durations of time. A driver's license and access to transportation are required. Travel statewide and out of state is necessary and may require overnight stays. We support our staff through development opportunities, leadership training, and setting aside time for social and civic engagement.

HOW TO APPLY

Please send a cover letter, résumé, and three references by email to Emily Stewart (emily@northcountryfoundation.org). No phone calls please.

NCF is an equal-opportunity employer.