

Job Description for Posting

**Columbia Economic Development Corporation**

[www.columbiaedc.com](http://www.columbiaedc.com)

**Job Title: Affordable Housing Coordinator**

***This position is a unique opportunity to help build an organized effort to promote and create an affordable housing supply in a vibrant community.***

**Responsibilities/Tasks:** The role of the Housing Coordinator is to facilitate and promote an increase in the supply of workforce housing, affordable home ownership, and rental housing opportunities within Columbia County, New York. The work will include:

- working with CEDC leadership, the County Affordable Housing Advisory Board, local elected officials, community stakeholders, not-for-profit housing organizations, developers and state and federal funding agencies to increase public awareness of the need and economic benefits of affordable housing;
- assisting localities in identifying and creating development-ready sites, rehabilitation of existing housing stock and other opportunities to increase affordable housing options;
- soliciting and forming partnerships with public and private entities to develop and market new and existing housing opportunities;
- writing grants and proposals to secure state and federal assistance as appropriate;
- administering grants by ensuring compliance with applicable laws and regulations, monitor to confirm successful completion and execution of grant activities, and reporting of grant activities to applicable stakeholders;
- managing the implementation of the 2022 Columbia County Housing Brief and 2017 Housing Needs Assessment and report progress to CEDC leadership and County Board of Supervisors;
- researching & recommending policy and programs to support affordable housing options;

- supporting municipalities in identifying new zoning laws and updating existing laws that increase development of affordable housing while meeting local planning goals.
- Some local travel and evening meetings are expected.

**Required Qualifications:**

- A bachelor's degree in planning, architecture, engineering or public policy or related fields. Experience may be substituted for a degree.
- Three years of experience in real estate, community development or housing development.
- Demonstrated ability to communicate and relate to persons of diverse backgrounds and abilities, and establish and maintain effective working relationships with other employees and residents.
- A valid driver's license.

**Preferred Qualifications:**

- Knowledge of public finance and grant funding for affordable housing.
- Project management and/or project oversight.

**Compensation:** \$55,000-\$65,000 depending on experience. Benefits include health insurance contributions, life insurance and retirement contributions after waiting period, and personal time off.

**APPLICATION DEADLINE: October 14, 2022**

Please reply with a cover letter and resume to: Lisa Drahusuk at [ldrahus@columbiaedc.com](mailto:ldrahus@columbiaedc.com)

*Columbia Economic Development Corporation is the lead economic development organization for Columbia County, New York. Our mission is to strengthen the area's tax base through economic development and job creation, to assist business to locate and expand within the County, and to promote Columbia County as a premier spot for both business investment and personal opportunity. For more information about CEDC's programs and services, please visit our website at [www.columbiaedc.com](http://www.columbiaedc.com).*