

Job Description for Posting

Columbia County Economic Development Corporation

www.columbiaedc.com

Job Title: Housing Development Coordinator

Responsibilities/Tasks: The role of the Development Coordinator is to facilitate and promote an increase in-housing affordability and availability within Columbia County, New York. The work will include:

- provide direction and support to the County Board of Supervisors Housing Task Force, including policy research, community outreach and pre-development planning;
- work with CEDC leadership, 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;
- provide administrative services to the Columbia County Land Bank Corporation, a 501c3 not-for-profit and New York State Public Authority;
- assist municipalities with maintaining Pro-Housing Community certification;
- identify and advance state housing programs and funding opportunities appropriate for rural housing development with municipalities;
- assist localities in identifying potential sites for private sector development; rehabilitation of existing housing stock, reviewing zoning codes and other opportunities to increase housing options;
- encourage creation of public and private partnerships to develop and market or operate new and existing housing opportunities;
- proposal and grant writing to secure state and federal assistance as appropriate.

Qualifications: A bachelor's degree in planning, architecture, engineering or public policy or related fields and three years of experience in real estate, community development or housing development. Knowledge of public finance and grant funding for housing is desirable.

This position is a unique opportunity to help build an organized effort to promote and create housing opportunities throughout Columbia County.

- **Compensation:** \$65,000-\$80,000 depending on experience

Work Site: Hudson City Centre, Suite 301, Hudson, New York.

Some local travel and evening meetings are expected.

This search is ongoing, and we review applications as we receive them.

Interested applicants should apply as soon as possible.

Reply with a cover letter and resume to: Lisa Drahushuk at
ldrahus@columbiaedc.com

Columbia Economic Development Corporation (CEDC), the leading economic development organization in Columbia County, is committed to strengthening the county's tax base through economic development and job creation while maintaining the quality of life so desired by the people who live and work here. For more information about CEDC's programs and services, visit our website at www.columbiaedc.com.