



Job Description

Housing Program Coordinator

Our Mission

We exist to uplift Latino families in East Palo Alto and the mid-peninsula through community education, leadership development, and advocacy. Nuestra Casa has served the needs of the immigrant Latino/x population who reside within East Palo Alto and the mid-peninsula of the Bay Area since our inception in 2002. Nuestra Casa's programming serves low-income residents and is community-led and informed.

Position Summary

Nuestra Casa is looking for a highly skilled and energetic individual to assist us in coordinating our housing advocacy work. The Housing Program Coordinator will focus on organizing and empowering community residents in East Palo Alto, Belle Haven, North Fair Oaks, and Redwood City. This person also assists with housing initiatives that support residents and hold systems and elected officials accountable to the needs of low income and immigrant communities.

Essential Duties and Responsibilities

The Housing Program Coordinator is a passionate, skilled and creative position with a high level of experience and autonomy. A successful track record of working with diverse communities is essential as is a long-term commitment to social justice. The Housing Program Coordinator must exercise a high level of discretion, nuanced strategy, and independent judgment in the following job duties:

- **Manage community engagement activities:** Coordinate advocacy efforts related to housing justice. Develop (and translate into Spanish) culturally-sensitive presentations designed to encourage community members to actively participate in civic engagement opportunities, recruit participants, and facilitate meetings. Oversee low and high touch advocacy efforts designed to inform community members about housing issues that impact their neighborhoods.
- **Organize and implement workshops:** Manage implementation of financial literacy/pathway to homeownership workshops. Collaborate with external partners

and consultants to develop culturally sensitive curriculum and presentations, recruit participants, hire facilitators, and oversee delivery of curriculum.

- Inform community members about local housing policies: Translate, interpret, and participate in multimedia campaigns by developing culturally appropriate resource guides, articles, brochures, and flyers for dissemination. These materials should deepen the public's understanding of local housing issues, housing ballot items, and proposed development projects.
- Organize community members: Organize and mobilize supporters for public hearings and city council meetings
- Oversee case management activities that prevent eviction/displacement: oversee and ensure smooth functioning of housing case management activities.
- Communicate effectively both orally and in writing, ensuring that our community messages promote trust and cooperation.
- Under the supervision of the Program Director ensure that all data is collected and reported as required to ensure that performance outcomes are measured appropriately.
- Responsible for ensuring that all agency policies and procedures are followed.
- Document and maintain a thorough record of work performed.
- Must have a caring and friendly disposition, and a basic understanding of the community being served. Contribute to a friendly teamwork environment with colleagues, partners, and clients.
- Perform other duties related to the project as assigned by senior personnel.

Reporting Responsibilities

The Housing Program Coordinator reports to the Program Director.

Required Qualifications

- Bachelor's degree in a related field strongly preferred
- Bilingual/bicultural in English/Spanish
- Strong time management and project management skills.
- Experience facilitating meetings and able to effectively pursue organizational priorities.
- Must have demonstrated knowledge of issues impacting tenants, immigrants and low income people. Prior experience in housing advocacy and case management.
- Current California Driver's License in good standing with a personally owned and insured vehicle to drive on work related business
- Self-motivated, teamplayer.
- Strong organizational and communications skills.
- Flexibility to work evenings and weekends when needed.
- Strong computer skills, including the Google Suite (docs, sheets, etc) and MS Word and Excel

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties associated with this position, the employee is regularly required to walk, drive, stand, sit, and climb steps. The employee frequently is required to use hands and fingers to operate a computer keyboard, mouse and telephone, as well as talk and hear. The employee must occasionally bend, lift, and/or move up to 25 pounds. Specific vision abilities required by this position include, vision to drive, vision to walk, close vision, peripheral vision, and ability to adjust focus.

Salary

For Full-Time hires the salary for the position will vary depending on experience. This job requires some onsite/community-based work, but some work can be done remotely. Upon successful completion of a 6-month probationary period, the position will become permanent. This is a Full-Time position with excellent health, dental and vision coverage, as well as paid holidays and vacation days.

How To Apply

All interested parties should submit a cover letter and résumé to info@nuestracasa.org

The Housing Program Coordinator position is open until filled.

Nuestra Casa is an equal opportunity employer. 2022