

IMMEDIATE JOB OPENING: HOME-ARP PROGRAM SPECIALIST

COMPANY: MULLIN & LONERGAN ASSOCIATES, INC.
LOCATION: PITTSBURGH, PA OR REMOTELY
AVAILABLE: IMMEDIATELY

M&L continues to expand!

Mullin & Lonergan Associates (M&L) is a small housing and community development consulting firm that is searching for an energetic and highly organized professional with an engaging and dynamic personality and who shares M&L's commitment to fair housing, equity, inclusion, and planning for the public good. The ideal candidate for this position will have at least three years of experience in the HOME Program. A self-starting individual that is comfortable functioning in a team environment will feel fulfilled in this position. Must be able to work in a fast-paced environment and manage multiple deadlines.

QUALIFICATIONS:

- Bachelor's degree with 3-5 years of experience with the HOME Program
- Knowledge of housing policy, policy implementation, community development and planning, federal housing legislation and implementing regulations, or analysis of housing data and research
- Experience in affordable housing development and/or operation of permanent housing for persons experiencing homelessness
- Practical experience collaborating with others to solve complex issues across organizational units at the local, regional and state levels
- Experience with the administration of programs, or delivery of services, related to housing, community development, or homelessness, on the local level
- Strong, effective communication skills, both verbal and written
- Proficiency in Word, Excel and PowerPoint required
- Ability to work independently and on team projects
- Willingness and desire to learn new things and dig deeper than the surface
- Meeting facilitation and presentation skills
- Ability to relate positively to local government employees and elected officials

PRIMARY JOB RESPONSIBILITIES

- Educate potential new clients on HOME-ARP program; collaborate with client PJs and their local

CoC entities to identify housing need for qualifying populations

- Perform complex analytical and research tasks associated with statutory, regulatory, policy and procedural aspects of the HOME-ARP Program
- Prepare statutorily and federally required reports
- Develop HOME-ARP Allocation Plans that meet all statutory and regulatory requirements
- Complete administrative and program-related assignments such as updating policy and procedure manuals and technical assistance documents
- Participate in staff meetings and training sessions
- Travel to meet with clients for required meetings, public hearings, staff training, etc.
- Performs other job-related duties as assigned including mandatory trainings

This is a full-time position with a competitive salary and a full benefits package, including 401-K profit sharing, health insurance, disability insurance, and paid vacation and sick time. Actual compensation package will be commensurate with the candidate's experience and abilities.

E-mail submission of a letter of interest and your resume to billw@mandl.net

If mailing, send to:

Mullin & Lonergan Associates
Human Resources
800 Vinial Street
Suite B-414
Pittsburgh, PA 15212

No phone calls.

M&L is an Equal Employment Opportunity company and does not discriminate against any person in employment regard to race, color, sex, age, ancestry, national origin, religious creed, marital status, having a GED rather than a high school diploma, handicap or disability, the use of a guide or support animal for disability, relationship to a person with a disability, sexual orientation, gender identity, veteran status or housing status.

11/10/21