



Housing Alliance  
of Pennsylvania

## Housing Alliance of Pennsylvania Seeks Training and Education Director

### About the Organization

The Housing Alliance of Pennsylvania is a statewide coalition dedicated to increasing access to safe, decent, and affordable homes.

We organize, unify, and amplify the voices of people and organizations that recognize that every Pennsylvanian needs access to a safe, decent, and affordable home. We advocate for increased funding and improved state and federal public policy, promote solutions to take affordable housing, community development, and homeless prevention and assistance strategies to greater scale, and convene our network to learn from each other and about new ways to address common challenges.

### Location

The successful candidate can be based anywhere in Pennsylvania and must be able to work remotely. Philadelphia based candidates have the option of an office location either full or part time.

### Key Responsibilities

- **Training & Curriculum Development**
  - Assess and develop strategy for statewide training needs.
  - Design, coordinate, and deliver in-person and virtual training sessions, workshops, and conferences.
  - Create curriculum, toolkits, and other resources.

- Engage in planning and implementation of the organization's annual statewide conference and other major events.
- Develop publications, monthly electronic newsletter content, and webinars to promote resources and tools for local community adoption
- **Technical Assistance**
  - Provide individualized consultation and coaching to member organizations, government partners, and community-based groups.
  - Write reports, white papers, fact sheets, briefs, and blog posts that share and distill research findings into policy and program recommendations
  - Respond to requests for support with timely, accurate, and practical guidance.
  - Track common issues and identify opportunities to strengthen the sector.
- **Program Leadership & Evaluation**
  - Develop systems to evaluate training and technical assistance effectiveness, and use data for continuous improvement.
  - Contribute to organizational strategy by identifying emerging needs and trends.
- **Partnerships & Representation**
  - Cultivate strong relationships with nonprofit leaders, housing assistance providers, local and state agencies, funders, and other stakeholders.
  - Represent the organization on committees, coalitions, and working groups.
  - Seek opportunities to elevate the organization as a hub for training and capacity-building.
- **Management & Administration**
  - Oversee program budget, contracts, and reporting requirements.
  - Supervise interns, and/or consultants as needed.
  - Collaborate with development staff on grant proposals and funder reports related to training and TA.
- **Policy Proposal Development**
  - Utilize knowledge of local community needs and successes to inform policy proposals in consultation with other staff

- **Other Duties as Assigned**

## **Qualifications**

- Bachelor's degree in nonprofit management, public policy, social work, education, or related field (Master's a plus, or equivalent experience).
- Demonstrated interest and experience in affordable housing, homeless services, community development, and/or related fields.
- Minimum 5–7 years of experience in training, technical assistance, adult learning, or nonprofit leadership, including curriculum development, group facilitation, and adult learning methods.
- Strong project management, organizational, and time-management skills, with attention to detail and ability to meet deadlines while managing multiple priorities.
- Excellent written and verbal communication skills.
- Experience collaborating with diverse stakeholders—including grassroots organizations, service providers, policymakers, and marginalized communities—with cultural humility and sensitivity to those accessing social services.
- Proficiency with online learning platforms, webinar tools, and resource libraries.
- Ability to work both independently and as part of a team.
- Must be able to travel throughout the state and to national events, with a valid driver's license.

**Salary:** \$90,000 – 100,000 based on experience; *Initial offers are typically made toward the lower end of the range, with opportunities for progression based on performance and tenure. Compensation is reviewed regularly and may increase based on demonstrated skills and experience over time.*

**Benefits:** Comprehensive Medical / Vision and Dental Plans; Employer Paid Life Insurance; Employer Paid Short-Term and Long-Term Disability; 401K plan with 5% employer match after 1 year of employment

**How to Apply:** Send cover letter and resume to [careers@housingalliancepa.org](mailto:careers@housingalliancepa.org); No phone calls please

## **Equal Opportunity Employer**

The Housing Alliance is an Equal Opportunity Employer.

*The Housing Alliance of Pennsylvania does not discriminate on the basis of race, color, sex, religion, national origin, disability, age, genetic information, veteran status, sexual orientation, gender identity or expression, or marital status.*

*Minorities, people with lived experience, those living with disabilities, fluency in languages other than English, and veterans, are strongly encouraged to apply.*