



POSITION DESCRIPTION

Technical Assistance & Training Coordinator

The Network is the statewide association of more than 275 nonprofit community development corporations, individuals and other organizations working to promote affordable housing, economic opportunity, neighborhood revitalization and social justice in New Jersey. Our staff works to assure that CDCs and community residents have the tools they need — knowledge, support and resources — to rejuvenate their neighborhoods, build strong organizations and improve their lives. The Network believes that community development must engage residents fully in the building and rebuilding of their communities, and that community-based nonprofit development corporations are an essential part in that process.

The Technical Assistance & Training Coordinator steers the Network's efforts to provide an array of critical and strategic training, technical assistance, information, resources, and general support and recruiting and supervising our VISTA and Community Scholars Programs. The Coordinator is responsible for planning and implementing a variety of programs, including education and training, capacity building, overseeing the AmeriCorps VISTA and Community Scholar program for both the Year-round and summer terms, networking and support services to enhance the ability of members to create and preserve long-term affordable homes and to build strong communities in New Jersey.

Under the direction of the VP/COO, the TA & Training Coordinator works closely with other Network staff and our members to strengthen the capacity of our member organizations and the sector as a whole. The successful candidate will exhibit strong leadership and communication skills, demonstrated experience cultivating and maintaining relationships with community organizations, and a commitment to economic and social justice.

RESPONSIBILITIES:

The Technical Assistance and Training Coordinator will have the following responsibilities:

- Responsible for selecting initiatives related to the Network's capacity building program, including economic development opportunities. As such, s/he will assist in the design, development and implementation of the training and technical assistance related to those initiatives, to increase Network members' ability to produce and/or manage housing, and/or deliver community programming that improves the lives of NJ's low and moderate income residents.
- Responsible for the development and delivery of training programs, including identification of instructors, logistics, marketing, preparation of training materials, evaluations and follow-up.
- Supplement services provided by member organization through placement of VISTA and Community Scholars helping members with needed professional services.
- Conduct outreach, recruitment, placement for VISTA and Community Scholars Programs and prepared associated reports, proposals, oversight of the participants.
- Serve as a resource for Network members on ways to utilize state, federal and private sources of financing for their projects. The TA Coordinator will monitor state and federal programs utilized by our members, regularly collecting information on challenges faced by members. S/he will recommend any changes and/or strategies to assist Network members to best leverage programs and resources.

- Conduct ongoing research on good practices and additional strategies to support nonprofit CDCs
- In collaboration with the Network's Communications Specialist, assist with publicizing and promoting the-Technical Assistance & Training services and VISTA/Community Scholars programs offered by the Network through preparation of descriptive materials, press releases, public speaking, or other methods.
- Maintain the TA and Training website pages
- Coordinate other special projects as needed

EXPERIENCE/QUALIFICATIONS:

- Bachelor's degree preferred; or equivalent experience
- At least three years' experience including substantial experience working in or with non-profit organizations.
- Previous experience in community organizing and the work of community-based development organizations; leadership and organizational development helpful.
- Demonstrated ability to work independently, be accountable and manage multiple projects, while being a strong team player.
- Ability to oversee multiple projects and project locations.
- Familiarity with federal, state, and local housing and community development programs.
- Strong strategic thinking and analytical ability.
- Excellent analytical, writing, and public speaking skills; attention to detail; ability to interact comfortably with diverse audiences
- Strong organizational and administrative skills.
- Valid driver's license, insurance and vehicle.

Applicants must be available for occasional evening and weekend work. Ability to speak and/or read Spanish or other non-English language is a plus. ***Women and people of color are encouraged to apply!***

Compensation: This is a full-time, salaried position with the Network. This position has a starting salary range of \$60,000-\$72,000, and includes comprehensive medical, dental and other benefits. HCDNNJ offers remote and hybrid working arrangements.

Interested applicants should send a cover letter and resume to Staci Berger, sberger@hcdnnj.org.