

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: Housing Opportunity Fund (HOF) Department

POSITION: Community Outreach Specialist

POSITION SUMMARY

This position is for a Community Outreach Specialist in the newly created Housing Opportunity Fund Department at the Urban Redevelopment Authority of Pittsburgh (URA). The HOF Department was created in 2018 to manage the newly established Housing Opportunity Fund (HOF) and to study and inform affordable housing policy in the City of Pittsburgh. The HOF is sourced by \$10M per year from the City of Pittsburgh. The goals of the fund are to create and/or preserve affordable rental and for-sale housing in the City of Pittsburgh. The uses and programs benefitting from HOF proceeds will include but not be limited to (1) filling development gaps for new rental housing developments, (2) administering homeowner programs, (3) preserving existing affordable housing, (4) providing homeless prevention funding and/or rental assistance, and (5) funding the creation of new for-sale housing.

The Community Outreach Specialist in the HOF Department will be responsible for marketing the HOF programs and products. The Community Outreach Specialist will also be responsible for maintaining working relationships with community development corporations and other community groups throughout the City of Pittsburgh. Work is performed according to guidelines of the URA, the feedback from the HOF Advisory Board, and the supervision of the HOF Director.

ESSENTIAL FUNCTIONS

- Convene, educate and build relationships with stakeholders, including community organizations, developers, institutions, foundations, elected officials, City of Pittsburgh, Allegheny County and Commonwealth of Pennsylvania departments and authorities, and others around the HOF products and programs
- Provide technical expertise related to HOF projects and programs
- Prepare and teach seminars related to affordable housing (both rental and for-sale housing) and the HOF products and programs
- Create and maintain relationships with homeownership counseling agencies
- Work closely with the HOF Director to document all subsidy and incentive programs provided by the HOF Department
- Work with the URA Communications staff to help develop and implement the HOF's overall marketing strategy, including the illustration and printing of publications
- Work with the URA and neighborhood stakeholders to integrate a deeper message of what housing stability means to low-income households including:
 - Educating households about how homeownership could increase individual wealth, decrease expenses, and/or create a more secure long-term environment
 - Educating households about non-URA rental housing subsidy programs such as the Housing Authority of the City of Pittsburgh's (HACP) Section 8 program
- Work with the MWBE Department to promote and inform the URA's role in increasing diversity in all HOF activities
- Create and maintain working relationships with staff from the Section 8 and homeownership departments of the HACP, Pennsylvania Housing Finance Agency (PHFA), and local U.S. Housing and Urban Development (HUD) staff

- Coordinate on a regular basis with HOF staff and URA staff from other departments
- Communicate effectively, both orally and in writing
- Comprehend data and technical information
- Document all outreach and marketing efforts in Salesforce
- Attend and/or present information to the HOF Advisory Board on an as-needed basis
- Participate on committees and special projects and seek additional responsibilities
- Perform other duties as required

QUALIFICATIONS

- This position requires a Bachelor's Degree in Public Administration, Urban Affairs, Social Work, and/or a related field, plus at least three (3) years related experience
- Another combination of education, experience, knowledge and abilities demonstrating the qualifications necessary to perform the duties of this position would also be considered
- Excellent verbal and written skills required
- Customer service skills required
- Knowledge of Microsoft Word, Excel, and PowerPoint required
- **City residency is a condition of employment**

Salary Range: \$45,000-\$55,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and letter of interest to:

Columbus C. Brooks, GCDF
Human Resources Manager
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
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