



March 25th, 2008

Re: Community Technology Specialist (Sacramento)

Dear Applicant:

Thank you for responding to our job announcement for the **Community Technology Specialist AmeriCorps VISTA volunteer** position with California Coalition for Rural Housing (CCRH). This is a volunteer position. You will receive a monthly living allowance and at the completion of your service, you will receive either a cash stipend or an education award. Attached is information on CCRH and the job itself.

Other benefits include: basic health insurance coverage; professional development opportunities; transportation support (train/bus pass); and the ongoing support of the CTC VISTA Project staff.

To be considered for an interview, the following required items must be included with your application and submitted to the CCRH Northern California office by 5:00 PM Friday, April 30th, 2008. Or e-mail your application materials to:
darryl@calruralhousing.org

- A cover letter with an attachment answering three questions:
 - 1) How does your experience and education qualify you for the position?
 - 2) Why do you want the position?
 - 3) Describe experiences you have had both in serving on a team or leading a team.
- A completed and signed application form (email signature is fine)
- A current resume including two (2) references
- Official or unofficial current academic college transcripts

Should you be selected for an interview, we will contact you by telephone or email. Please make certain your telephone number and/or email address appears on your resume. If you choose to mail your application, please mail to:

**California Coalition for Rural Housing – CCRH
Attn. Darryl Rutherford
717 K Street, Suite 400
Sacramento, CA 95814**

Thank you for your interest in CCRH. We are an equal opportunity employer.

**Darryl Rutherford
Community Development Specialist**

CALIFORNIA COALITION FOR RURAL HOUSING
VISTA Volunteer Job Description

Community Technology Specialist

Department: *Northern California Office of CCRH in Sacramento*

Supervisor: *Community Development Specialist – Darryl Rutherford*

Definition:

This exciting position provides a rare opportunity for the successful candidate to perform both traditional technology management and support functions and provide technical assistance to rural communities and member organizations that serve them. This position is designed to introduce and support new information technology and Geographical Information Systems (GIS) technologies for community applications such as affordable housing development, community planning and community needs assessments.

Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. Examples of responsibilities and duties include but are not limited to the following:

- *Technical Assistance to Nonprofits* - Increase the capacity of rural communities and the organizations that serve them to utilize new information technologies for community development endeavors. Develop full-time staff's capacity in maintaining organization's remote-hosted website; assist in training and supporting target cities in the use of an Internet-based GIS program; update, research and expand statistical databases from a variety of formats; work with community based organizations and neighborhood residents in building their capacities to collect, analyze, interpret and use data and information in planning and implementation activities.
- *Digital Media Production* - Create, edit and upload to the website digital media of trainings, speeches, workshops, meetings and conferences organized by CCRH. Record, edit, and create audio of speeches, workshops, conferences, trainings, and meetings, for upload to the website as a podcast; film, edit and create digital video of speeches, workshops, conferences, trainings, and meetings organized by CCRH and associates for upload to the website as a YouTube website-embedded video; create CDs and DVDs of audio and video of speeches, workshops, conferences, trainings, and meetings organized by CCRH; photograph and gather quality pictures of affordable housing projects built as a result of inclusionary housing policies in cities and rural areas throughout California.
- *Database Maintenance and Expansion* - Assist in the maintenance of a housing policy clearinghouse and searchable database for communities and community based organizations that are looking to adopt policies that will increase the stock of decent affordable housing. Troubleshoot Existing Policies: discover and rectify errors in the current database, and respond to user e-mails and queries

regarding the information in the database. Assist in the development of a system of annual contact with new cities and counties who adopt an Inclusionary Housing Policy and need to be added to the existing database; work closely with the California League of Cities and County Supervisors Association of California to create a system for jurisdictions to notify us when their program has been amended, to indicate the changes that have been made, and to forward their amended policy to us for posting on the searchable database; develop full-time staff's capacity at maintaining and expanding database.

- *Build Technological Capacity of Organization* - Assist in maintaining and improving on organization's technology capacity. Secure critical organizational electronic data such as contact lists of membership, advocacy groups and media contacts; graphic design, document scanning and research as needed; support CCRH staff in the use of Microsoft Office Suite including Word, Excel, Access, Outlook, PowerPoint and Publisher; train and mentor permanent staff to maintain clearinghouse database and uploaded digital media once developed.

Minimum Qualifications

Knowledge of:

- Standard office procedures
- Knowledge of HTML languages
- Knowledge of Drupal CMS
- Knowledge in digital media creation
- Experience using document and image scanning software
- Graphic design experience with standard software and hardware – scanners, digital cameras; Adobe Photoshop and Illustrator for image manipulation
- Expertise in MS Access, Excel and PowerPoint
- Understanding and experience in data management and data quality
- Research and analytical ability
- Knowledge of Geographic Information Systems (GIS) mapping technologies or interest and aptitude for acquiring these skills
- Good communication skills, including the ability to use English correctly, orally and in writing. Clear writing skills preferred
- Intellectual curiosity, solution-driven orientation, commitment to the organization's mission, flexibility, and creativity within the specifications of the position

Ability to:

- Research topics through various electronic databases and websites on the Internet
- Conduct research and data analysis in such areas as demographics, housing, health, education, employment and economic development
- Collaborate with others in a professional and goal-directed manner
- Apply GIS applications to improve analysis and decision-making by local governmental and non-profit agencies
- Present ideas and information to various audiences

- Manage deadlines and effectively handle multiple tasks
- Develop procedures and systems for the maintenance of the organization's remote-hosted website
- Develop and secure critical organizational electronic data such as contact lists of membership, advocacy groups and media contacts
- Film or record, edit, and create digital media for download by website users.
- Provide staff support as needed with graphic design, document scanning and research as needed
- Work with community-based organizations and neighborhood residents in building their capacities to collect, analyze, interpret and use data and information for planning and implementation activities
- Establish and maintain relationships with researchers and agency representatives for the acquisition of pertinent data sets. Follow-up with data providers regarding technical data issues that arise during processing and presentation

Preferred Education and Experience:

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Experience:

Two (2) years of experience using GIS, digital media production, affordable housing or related advocacy or community service (education may be substituted for experience).

Preferred Education:

High school diploma with two years of college experience (additional qualifying experience may be substituted).

Special Requirements:

Possession of a valid driver's license and proof of insurance that meets the minimum requirements of CCRH vehicle liability policy may be required when traveling for business purposes.

CALIFORNIA COALITION FOR RURAL HOUSING

Community Technology Specialist
AmeriCorps VISTA Volunteer Job Opportunity

2008-2009 Job Application Form

(Important – Please read the Job Description prior to completing this application)

Deadline is April 30th, 2008 (Early submissions encouraged). Applications must be legible and must be complete. Answers may be typed on a separate sheet and attached to the application if additional space is needed. Please mail applications to:

**California Coalition for Rural Housing
Attn. Darryl Rutherford
717 K Street
Sacramento, CA 95814**

I. PERSONAL INFORMATION

Name of Applicant:

Mailing address while in school (City/State/Zip):

Home/Best Number to reach you:

E-mail Address:

Permanent Mailing Address (or other near relative address):

Permanent Telephone:

Date of Birth:

Ethnicity/Race:

School Currently Attending:

Years of college completed:

Standing in School (i.e. Junior, Senior, etc):

Expected graduation date:

Are you a first generation University Student? _____

Do you speak another language? _____ (fluently or conversationally) What language? _____

Are you a full-time student? _____ Yes _____ No _____ If not, explain on separate sheet of paper

Will you be a full-time student in the fall? Yes _____ No _____

Current Major(s), Minor(s), Degree(s), and/or Areas of Study:

How did you learn about this job opportunity?

If selected for the position, can you show proof of identify and legal authorization to work in the U.S.? _____

II. EDUCATION

List colleges/universities attended:

School	Location	Dates	Major(s)/Minor(s)	Degree(s)

III. EMPLOYMENT/VOLUNTEER EXPERIENCE

Attach a resume that includes information regarding current and past employment or volunteer experience, including employer/volunteer organization, term, and your duties (include experience you have had working within the community or with low-income communities).

IV. LETTERS OF RECOMMENDATION

Please submit two letters of recommendation. Both letters should come from those persons most familiar with your community activities, employment, career interests and/or your academic work. Letters can be submitted separate from your application. (It will help strengthen your application if you provide a copy of the job description to the persons writing your letters)

The letters can be sent separate from the other parts of your application but please follow up directly with those persons you have asked to write the letter to make sure they actually send it.

V. Transcripts

A copy of unofficial or official college transcripts must be submitted with your application. Many universities allow you to download an unofficial transcript. Please ensure that you mail in a transcript that is in a readable format.

Applications will not be considered complete until all the above information is provided. If there are circumstances that inhibit completion of the application in a timely manner, please contact Darryl Rutherford at the number or e-mail listed in the initial part of the application instructions.

I hereby certify that all of the information included in this application is complete and accurate.

X _____
Signature of Applicant

Date

All applicants will be notified by e-mail or by telephone regarding the status of their application sometime in May or June. Please check website for updates at www.calruralhousing.org