



Tribal Technical Assistance Programs Manager

About California Coalition for Rural Housing (CCRH)

CCRH is a statewide nonprofit organization that works to ensure affordable housing opportunities for low-income households in California. Formed in 1976, CCRH is one of the oldest state low-income housing coalitions in the country. Through advocacy, community organizing, technical assistance, leadership development, research and education, our goal is to make the case for rural housing improvement and strengthen the capacity of the nonprofit and public sectors to provide affordable housing and related facilities.

Position Summary/ About the Position

The CCRH Tribal Technical Assistance Programs Manager will be responsible for carrying out CCRH's activities to support CCRH's mission and programming by providing affordable housing and community development related technical assistance and capacity-building with a focus on American Indian Tribal Communities and Tribal Designated Housing Entities (both of which are listed as "tribal communities" below). Based in Sacramento, this position supports statewide technical assistance and capacity-building, research, community engagement, as well as informing policy development.

This position reports to the Senior Tribal Program Manager.

Essential Responsibilities and Tasks

Technical Assistance - (70% time)

In Coordination with Other CCRH Staff:

- Work with tribal communities to identify technical assistance opportunities in the areas of housing and economic development
- Assist in the assessment of organizational and programmatic strengths and weaknesses
- Identify community resources and opportunities through the community planning process with emphasis on housing and strategic planning
- Deliver direct technical assistance and service to tribal communities, designated housing entities, and their partners
- Plan, prepare, and deliver technical training directly to local partners and at various conferences, institutes, workshops, and via webinars
- Support other CCRH programs in completing identified activities and outcomes

- Engage network for information dissemination and participation in relevant conversations regarding affordable housing
- Expand engagement of tribes and other communities, governments, and organizations in CCRH initiatives
- Expand CCRH membership of tribes, and other communities, governments, and organizations
- Travel as needed to meet with tribal partners throughout the State
- Identify and support issues trending in tribal communities that promote or enhance affordable housing development
- Coordinate with other CCRH programs to identify opportunities for participation by tribes and other communities, governments, and organizations
- Provide advocacy and support for housing and community development initiatives that align with the overall mission of CCRH

Program and Contract Management (20%)

- Identify sponsorship and funding opportunities that support tribal TA initiatives
- Support application process for CCRH's responses to requests for proposals, requests for quotes, and other contract opportunities
- Support the development of specific scopes of work with identifiable activities and outcomes.
- Lead reporting and management of tribal TA contracts, grants, and other commitments through written reports, documenting activities, and responding to inquiries and assignments.
- Participate in work-group meetings hosted by Federal or State agencies that address affordable housing concerns or scopes and contracts under your purview

Shared Office and Communications Responsibilities/General Admin (10% time)

- Assist CCRH in accomplishing its overall mission
- Assist CCRH in improving internal and external processes for greater efficiency and effectiveness
- Assist in coordinating mission-driven activities and events
- Other duties as assigned

Required Education and Experience

- Should possess extensive knowledge and experience working with tribal communities, culture, customs, and tribal law
- A minimum of a bachelor's degree in urban planning, public policy, community development, and at least 2 years of experience working the areas of housing development, planning, economic development, community development, or a closely related field; OR 6 years of work experience in these fields
- Experience working in diverse communities with strong cultural competency skills
- Developed research, analytical, and writing skills
- Strong written and verbal communication skills with ability to foster strong relationships with key stakeholders and decision-makers
- Advanced computer skills in the MS Suite of programs

Preferred Skills

- Grant writing, program management, and/or development experience in tribal communities
- GIS Mapping
- Experience working in the nonprofit sector
- Training and organizing experience working with a diverse range of populations and communities
- Advocacy experience with affordable housing or related social equity issues
- Demonstrated experience in grant reporting

Attributes

- Commitment to low-income communities and communities of color
- Commitment to CCRH's values of Power With, Integrity & Accountability, Compassion, Curiosity & Inquisitiveness, Equity & Justice, and Inclusion
- Adaptable, flexible, and capable of working both independently and in team environments
- Entrepreneurial and self-motivated
- Ability to manage multiple projects simultaneously
- Highly organized, with keen attention to detail
- Recognizes the importance and advances Racial, Equity, Diversity, Inclusion principles

Currently this position is remote from home, however, this position requires access to reliable transportation and future time at staff events.

Salary Range: \$60,000 - \$78,000 annually. This is an exempt position.

Benefits package includes health insurance (with vision and dental), retirement plan, and generous paid vacation and personal days. CCRH is an Equal Opportunity Employer and considers all employees and job applicants without regard to race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation or marital status, or any other status protected by the law.

Physical and Emotional Demands:

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	V	Use keyboard	V	Stoop, kneel, crouch or crawl	R	Hear	V
Stand	O	Use hands to feel	R	Climb or balance	R	Talk	V
Walk	O	Reach with hands/arms	R				

This job requires that the employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually quiet.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

NOTE TO CANDIDATES:

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. CCRH is committed to building a diverse and inclusive organization. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described or if you require reasonable accommodation to apply for or perform job duties. We strongly encourage black, indigenous, and people of color; people of diverse gender identities, women and LGBTQ+ persons to apply.

To apply, please send PDF of resume and a cover letter to andrea@calruralhousing.org with the subject: TRIBAL TECHNICAL ASSISTANCE PROGRAM MANAGER