



**POSITION:** Program Coordinator/HOME  
**DEPT/DIV:** Development

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**Rhode Island Housing** strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

### **JOB SUMMARY**

As the State of Rhode Island's only housing agency, Rhode Island Housing administers a variety of federal, state and internal housing programs to ensure that applicable governmental regulations and program requirements are met. These include, but are not limited to, the HOME Program, Housing Trust Fund, and various other state and federal housing programs. Incumbent's primary responsibilities include compliance, financial management, monitoring, contract administration and preparation of plans and reports for the federal HOME Program.

This position is a professional and administrative position in Rhode Island Housing's Development Division, involving the implementation and administration of the state HOME Program and other assigned housing development programs which provide affordable housing opportunities to low and moderate income households in the state of Rhode Island.

### **PRINCIPAL ACCOUNTABILITIES**

- Remains current on all regulations applicable to the HOME Program; develops the HOME Annual Action Plan and performs all program reporting accurately and in a timely manner.
- Implements and updates HOME policies and procedures;
- Coordinates the application solicitation and underwriting process and ongoing compliance of all HOME funded activities.
- Performs a variety of research, analysis, program design, budget, compliance, underwriting and reporting functions on a daily basis.
- Supervises a team of HOME Program support staff, ensuring that staff is fully informed of all program regulations and conducts their work in compliance with various rules, regulations and industry standards.
- Works closely with other Division team members to coordinate the effective delivery of funding resources, and works to increase program capacity with partners through routine training.
- Coordinates the allocation of HOME funding to enhance the capacity of sponsors and to maximize the creation of housing opportunities throughout the State of Rhode Island.
- Assists the Assistant Director in overseeing other functions and with program development and financial/strategic planning as required.
- Administers the HOME Program and other assigned housing programs on a daily basis to ensure compliance with applicable federal, state and program requirements.

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- Provides technical assistance and performs special assignments or research as directed.

### **QUALIFICATIONS**

- Minimum four years experience in government or real estate/housing related industry
- Working knowledge of federal/state housing programs
- Proven ability to work with non-profit groups and state agencies
- Good credit, underwriting and appraisal skills
- Ability to conceptualize and implement new housing programs
- Excellent written and verbal communications skills (bilingual ability preferred)
- Strong negotiations, computer and organizational skills
- Bachelors degree in public administration, urban/community planning, business, real estate or related field

**RI Housing Salary Grade: C4-3**

**Rhode Island Housing is an EEO/AA employer committed to a diverse workforce.**

**Please apply online at**

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