



Job Title: Community Development Program Coordinator
Location: Catholic Charities of Central FL, Inc. – Orlando, FL
Posting Date: February 25, 2020
Closing Date: Until filled
FT/PT: Full - Time
Minimum Salary: Commensurate with education and experience.

Brief Description of Job: The Community Development Program Coordinator will organize and coordinate the implementation of the Community Development Block Grant (CDBG), HOME Investment Partnership programs, Low Income Housing Tax Credit (LIHTC) and other housing grants. The Program Coordinator will lead the Community Housing Development Organization (CHDO) in compliance with the U.S. Department of Housing and Urban Development (HUD) rules and regulations.

Minimum Qualifications: Bachelor's degree in urban planning, business administration, public policy, public administration, or closely related field preferred, and at least two (2) years of professional experience in community development administrating and implementing Hud-funded programs. Have the ability to communicate effectively both verbally and written. Demonstrate experience with Microsoft Office Professional including Word Excel, and PowerPoint. Operate the office equipment including a multiple line telephone system. Must be flexible with regard to work hours and responsibilities. This position requires a valid Florida driver's license, clean driving record as determined by the insurance carrier for the Diocese of Orlando. Must be able to speak Spanish, bi-lingual ability preferred.

Please send completed application, resume, and letter of interest to:

Rosa Centeno
Human Resources Manager
Catholic Charities of Central Florida, Inc.
1819 N Semoran Blvd
Orlando, FL 32807
No phone calls please.
Fax: (407) 382-1340
Email: HumanResources@cflcc.org

**DIOCESE OF ORLANDO
CATHOLIC CHARITIES OF CENTRAL FL, INC.
Job Description**

Job Title: **Community Development Program Coordinator**
Department:
Reports To: **Program Director**
FLSA Status: **Non-Exempt**
Prepared By: **CCFL Human Resources Office**
Prepared Date: **February 5, 2020**

SUMMARY

The Community Development Program Coordinator will organize and coordinate the implementation of the Community Development Block Grant (CDBG), HOME Investment Partnership programs, Low Income Housing Tax Credit (LIHTC) and other housing grants. The Program Coordinator will lead the Community Housing Development Organization (CHDO) in compliance with the U.S. Department of Housing and Urban Development (HUD) rules and regulations.

The Diocese of Orlando four core values lay the foundation for the work performed its employees:

- **AUTHENTICITY:** Conviction that God has called us to reflect exteriorly on the inner life of faith in our daily living.
- **RESPECT:** Affirmation of each person's God-given dignity and uniqueness.
- **COURAGE:** Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.
- **COMMITMENT:** Individually and collectively, we are steadfast to the team and its purpose.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned:

General functions:

- Adhere to strict confidentiality of all client information. Agency follows all HIPAA guidelines.
- Maintain high standards of ethical and professional conduct at all times.
- Have the ability to follow oral and written instructions.
- Be capable of working independently, set priorities and function as a member of a team.
- Be able to establish effective working relationships.
- Balance team and individual responsibilities, exhibit objectivity and openness to other views; give and welcome feedback; contribute to building a positive team spirit.
- Have a commitment to Catholic values and support the tenants of Catholic Social teaching.
- Be willing to accept and work within the agency philosophy.
- Be willing to follow agency policies and procedures

Other Duties & Responsibilities:

- Builds partnerships with organizations and PJs that have demonstrated a long-term commitment to public service.
- Create a systematic process for involving community members in making decisions about affordable housing investments.
- Manages the CDBG, HOME, SHIP and planning a funding cycle.
- Assists the various sub-recipients in complying with CDBG, CHDO, HOME program rules, regulations and financial policies.
- Prepares and grant sub-recipient agreements and contracts.
- Monitors sub-recipients' performance and financial compliance.
- Monitors construction projects for Federal Labor Standards compliance.
- Assist and recommend acquisition, rehabilitation or new construction of rental housing.
- Coordinate with rehab, property management, and finance staff as appropriate in project development implementation.
- Prepares all regular documentation related to CDBG-funded, HOME and CHDO activities.
- Interacts with Municipal representatives and their professionals as well as HUD in the implementation of the CDBG and HOME CHDO programs.
- Maintains up-to-date knowledge of federal, state and local laws, regulations, and policies, procedures that govern program operations.
- Perform on-site monitoring of CDBG, HOME and all CHDO projects.
- Perform file monitoring of CDBG and HOME and all CHDO projects.
- Under the supervision of the director, carry out all project development activities including budget development and cost control, grant writing, meeting grant conditions.
- Attend meetings, hearings, and make public appearances as necessary and directed. Such activities may extend beyond normal working hours.
- Perform other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Bachelor's degree in urban planning, business administration, public policy, public administration, or closely related field preferred, and at least two (2) years of professional experience in community development administrating and implementing Hud-funded programs. Have the ability to communicate effectively both verbally and written. Demonstrate experience with Microsoft Office Professional including Word Excel, and PowerPoint. Operate the office equipment including a multiple line telephone system, copy machine, FAX, scanner, etc.

OTHER SKILLS AND ABILITIES

- Excellent analytical skills and problem-solving capacity.
- Ability to effectively prioritize tasks and time demands.
- Ability to maintain a high level of confidentiality around financial information.

LANGUAGE/COMMUNICATION SKILLS

Ability to read and analyze routine correspondence and compose appropriate responses. Must have an excellent command of the English language. Ability to record and compose in minutes. Ability to respond to common inquiries from diocesan entities, parishioners, or members of the business community. Confidentiality is essential.

PHYSICAL REQUIREMENTS

The ability to sit and stand for long periods of time. Must be able to reach, grasp, feel, and see up close and from afar. Must be able to use basic office computer hardware and peripherals, with or without reasonable accommodation. Must be able to communicate verbally and in written form.

ACKNOWLEDGMENT

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Employee's Signature

Date

Manager/Supervisor/Pastor's Signature

Date