

Montgomery Housing Partnership (MHP) is seeking an **APARTMENT ASSISTANCE PROGRAM (AAP) SPECIALIST** with strong interest in affordable housing and community development.

Montgomery Housing Partnership, Inc. (MHP) is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality apartment homes to meet Montgomery County's growing need for affordable housing. MHP's community-based projects and programs includes providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in troubled communities impacted by foreclosures, economic challenges and disruptions caused by construction of mass transit projects.

Job Summary:

As part of MHP's neighborhood development team, the AAP Program Specialist will work under contract with the Montgomery County Department of Housing and Community Affairs (DHCA) to manage the Apartment Assistance Program (AAP). AAP provides resources for owners, and managers of small, multifamily, rental properties (2-50 units) throughout Montgomery County. Through the AAP, MHP and DHCA help owners invest in their properties and develop their management skills. Additionally, the AAP Program Specialist provides support to tenants of landlords who are at risk of eviction. The Program Specialist reports to MHP's Director, Policy & Neighborhood Development.

Primary Responsibilities:

- Develop content and provide information to owners and managers of small apartment properties through publications, newsletters, listservs, websites, etc.
- Research best practices for property management, and prepare resource manuals geared towards small rental properties
- Perform outreach to owners and managers by phone and email
- Organize and plan virtual and in-person training events for property owners and managers
- Identify and secure issue area expert speakers to present at said events
- Provide technical assistance to owners and managers of small apartment properties directly and with the help of consultants and/or volunteer experts
- Manage and update the AAP website as necessary
- Work to improve the physical condition of small apartment properties by assisting owners with applying for cost sharing programs administered by the AAP
- Manage program development, administration, reporting, and evaluation
- Develop informational materials for landlords and their tenants regarding rental, utility, and financial assistance programs, disseminate said materials, and assist AAP tenants in applying for assistance
- Promote and facilitate peer-to-peer assistance, cooperative purchasing, and other collaborative actions by owners and managers.

- Identify and recruit property owners/managers to become AAP members.
- Develop and implement other strategies to make small apartment properties in targeted areas safe, desirable homes that are affordable and attractive to households at a range of income levels.

Qualifications:

- Bachelors or advanced degree.
- Preferred but not required to have education, training, certifications, licenses, credentials and/or experience in community development, neighborhood revitalization, community or urban planning, property management, finance, business, real estate, affordable housing, capital improvements, architecture, or another relevant field
- Strong computer skills, including Microsoft Word, Excel, and desktop publishing software.
- Strong oral and written communication skills and excellent analytical skills.
- Ability to think strategically and make decisions to organize/prioritize daily work.
- Comfortable working in a “small shop” environment, handling multiple tasks simultaneously with minimal staff/administrative support.
- Outgoing, energetic, and engaging personality, good listener, and team player.
- Willingness to commit to and share MHP’s mission and goals.

Job Type:

Full-Time

Compensation:

Salary will be based on applicable experience. Application Process: To apply, please submit your cover letter and resume, with salary requirements, to: hr@jobs@marcumllp.com and lina.davila@marcumllp.com. Please include the job title “**AAP Specialist**” in the subject line of your email.