



# Housing Initiative Partnership, Inc.

30 YEARS of Housing Security | Financial Stability | Community Success

## POSITION ANNOUNCEMENT

<b>JOB TITLE:</b>	<b>Outreach Specialist</b> <b>Full Time, 37.5 hours per week</b>
<b>FLSA STATUS:</b>	<b>Non-exempt</b>
<b>DEPARTMENT:</b>	<b>Housing Development</b>
<b>REVISED:</b>	<b>September 10, 2021</b>

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### ABOUT HOUSING INITIATIVE PARTNERSHIP:

Housing Initiative Partnership, Inc. (HIP) is an innovative, green nonprofit housing developer and counseling agency based in Prince George's County, Maryland dedicated to revitalizing neighborhoods. HIP has developed close to 100 single-family for-sale houses and has constructed more than 450 units of award-winning rental housing for persons earning low- and moderate-incomes. Our housing counseling team provides a broad scope of services that range from eviction prevention to homebuyer education and serves on average 2,000 clients per year.

Under the supervision of the Senior Housing Developer, the Outreach Specialist will support the single-family housing development and community revitalization programs of Housing Initiative Partnership, Inc.

### POSITION SUMMARY:

The Outreach Specialist's primary responsibility will be as the first point of contact for homeowners seeking below-market home repair loans from the Prince George's County Housing Rehabilitation Assistance Program (HRAP). The Outreach Specialist will market the program, contact potential applicants, assist in document preparation and application completion, pre-qualify applicants for the program and maintain application files. Additional duties may include outreach activities as needed to support other community revitalization initiatives.

With an opportunity for growth, the Outreach Specialist will support HIP Homes, our single-family development program, by assisting with due diligence activities related to real estate acquisitions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Fields phone queries related to single-family development and community revitalization activities and effectively communicates program qualifications and availability to interested parties.
- Manages the HRAP application process from intake to loan approval. Assists potential clients with obtaining support documents, submitting loan applications and ensuring all required documentation is complete and organized.
- Executes preliminary income and program eligibility certifications for the Housing Developer's review. Serves as client liaison through project completion.
- Manages project files from intake to closeout ensuring all relevant documents are maintained in accordance with the program record retention policy.
- Leads client outreach activities as needed including virtual and onsite meetings.





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- Submits and tracks environmental review packages as required under federal statutes.
- Assists the Housing Developer in overall program management as assigned and provides pipeline reports as requested.
- Performs due diligence on real estate acquisitions including engaging third party studies, obtaining insurance, coordinating utilities and managing closing process.
- Develops an understanding of affordable housing trends and the Federal, State and County laws that govern them.
- Other duties and special projects as assigned.

## QUALIFICATIONS, KNOWLEDGE & SKILL REQUIRED:

- High school diploma plus two (2) years administrative experience.
- Bachelors or Associates Degree a plus
- Passion for HIP's Mission.
- Excellent customer service skills. Ability to work with a wide diversity of clients and partners.
- Excellent written and oral communication, including phone skills.
- Sense of ownership, urgency, and diligence towards assigned tasks. Deadline-driven.
- Strong attention to detail, advanced problem-solving and follow through skills.
- Professional, well organized and able to handle a variety of duties simultaneously.
- Fluency in Spanish is preferred.
- Flexibility to travel to various sites throughout Prince George's County.
- Proficiency in the Microsoft Office Suite.

## ADA SPECIFICATIONS:

This position is primarily sedentary with remote access from home as well as access to Hyattsville office as needed. This position may require some bending and lifting. This position requires local travel within Prince George's County. This position requires the ability to work occasional evenings and weekends to assist with workshops, presentations and community functions.

## SALARY AND BENEFITS:

\$45,000 - \$50,000 annual salary, depending on experience. HIP offers a competitive benefits package including health insurance, long-term disability, generous vacation, and sick leave.

## HOW TO APPLY:

Please email a cover letter and resume to Jocelyn Harris, Senior Housing Developer, at [jharris@hiphomes.org](mailto:jharris@hiphomes.org).

Housing Initiative Partnership is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, genetic information, age, or military or veteran status in accordance with federal law. In addition, HIP complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. HIP also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

