



## Senior Program Associate

Denver, CO

### Job Description Summary

The Enterprise Community Partners Denver office is seeking a Senior Program Associate to join their team. This position will deliver resources and collaborate with community-based organizations, public agencies and other partners essential to achieving Enterprise's mission with a focus on:

- 1) Housing production and preservation: Advancing racial equity in the housing system and promoting housing opportunity particularly in formerly redlined communities and those vulnerable to displacement.
- 2) Housing stability: Providing support for community-based partners working directly with residents and to solve local housing concerns. Work includes organizing and leading convenings, creating program content, communication and relationship building, providing direct technical assistance to partners and working to bridge community member input and experience to program design and advocacy efforts.
- 3) Program-related grant making: Managing logistics for local grants, including HUD S4 grant program activities, grantee communications, monitoring contracts and tracking grant outcomes.
- 4) Communications and administration: Reporting regularly on deliverables and program outcomes, working with team members to create power points decks and other materials, facilitate meetings and support meeting facilitation.

The candidate will report to the Director, Colorado Market Office. They will work in close collaboration with all program staff, including the Vice President and Denver Market Leader, the State and Local Policy Director, and senior program staff and various national Enterprise staff.

The successful candidate will be a self-motivated problem solver who is highly organized, accountable, enjoys working with people and has strong relational skills. The candidate must possess the ability to work independently and as part of an effective and collaborative team. This candidate needs to be detail-oriented and eager to learn. The position requires organizational, computer and administrative skills, creativity, patience, a good sense of humor, and the ability to perform a wide array of tasks in a high-performance environment with light supervision.

Enterprise recognizes diversity as a driving force that allows us to further our goal of building stronger communities, ending housing insecurity, and lifting individuals out of poverty. We believe an inclusive environment broadens our perspective, enabling us to better support the communities we serve, and makes for a richer, more dynamic place to work every day.

When applying to this this opportunity please add a cover letter with your resume.

## Job Description

### Requirements:

- Undergraduate degree and two (2) years of relevant experience; graduate degree may be substituted for experience
- Demonstrated experience in operational and programmatic development and management,
- Knowledge and passion in the areas of affordable housing and community development, economic opportunity, and racial equity. Knowledge of housing resource landscape desired.
- Exhibit personal commitment to being anti-racist, demonstrate knowledge of systemic racism in housing, and pursue work that fosters economic mobility and unwinds segregation through housing.
- Expertise in one or more of the following areas: training and technical assistance; program design and delivery; grants management.
- Ability to work independently and take responsibility for moving tasks forward through to completion.
- Ability to identify program needs and work with the Denver team to design solutions and tools to meet needs.
- Ability to quickly get up to speed on new projects, programs, and protocols
- Strong writing skills (a writing sample will be requested); excellent editing and proofreading skills to produce complete, correct correspondence, reports, professional email, etc.
- Demonstrated excellence in interpersonal communication.
- Excellent computer skills, including Word, SharePoint, PowerPoint, Excel and willingness to learn new company wide and market-based systems.
- Ability to come at all tasks with a can-do attitude.
- Ability to manage and prioritize multiple tasks.
- Willingness to work as an effective, enthusiastic member of a team in high performance environment
- Written and verbal Spanish proficiency desired.
- Salary range \$68K-\$75K.

Candidates can apply directly at: [https://wd5.myworkdaysite.com/en-US/recruiting/enterprisecommunity/EnterpriseCareers/job/Denver-CO/Senior-Program-Associate\\_REQ737](https://wd5.myworkdaysite.com/en-US/recruiting/enterprisecommunity/EnterpriseCareers/job/Denver-CO/Senior-Program-Associate_REQ737)