

## **HACC Position:**

### **Coordinator of the Mobility Demonstration Program**

**The Housing Authority of Chester County (HACC) has been selected by the Department of Housing and Urban Development (HUD) to participate in a seven-year research program to provide specialized housing opportunities to our housing choice voucher holders. The program is designed to help those having vouchers to relocate to residential areas of higher opportunity. Only nine housing agencies in the nation were chosen to participate in this project. HACC has also invited the Chester City Housing Authority to join as a partner in this effort with the HACC serving as the overall coordinator of the program.**

#### **Position Description/Job Summary:**

**The Mobility Demonstration Coordinator will report directly to the HACC Executive Director. This position will be at the Senior Staff level at our agency. There are currently six Senior Staff members, and the Mobility Demonstration Coordinator will become the seventh with all reporting to the Executive Director. There will be a special, close working relationship with two of the other Senior Staff members. Those are the Director of the Housing Choice Voucher Program and the Director of Housing Agency Services.**

**The Mobility Demonstration Coordinator will be responsible for all activities related to this HUD Program. This will include being the prime contact person with HUD leadership personnel and with the assigned consulting firm that will provide assistance to the HACC. They will also be the staff member that provides needed communication and required direction of program activities with our partner, the Chester City Housing Authority.**

### **Specific Duties and Responsibilities:**

- **Develops and maintains an on-going relationship with key HUD staff heading up national management of the program.**
- **Develops and maintains an on-going relationship with the consulting firm designated by HUD to provide ongoing assistance in the design and operation of the program.**
- **Designs and implements program operation model based on HUD guidance, input from Chester City Housing Authority and specific objectives developed by HACC.**
- **Oversees all data design and reporting requirements (both internally and that which must be furnished to HUD).**
- **Works closely with the two existing senior staff members who head up the functions involved with voucher issuance, housing locator service and communication/marketing with Chester County landlords.**
- **Handles and maintains all program fiscal responsibilities in partnership with the HACC Finance Director.**
- **Produces content for management and Board reports as designed and assigned by the Executive Director.**
- **Performs other related work as assigned by the Executive Director.**

### **Knowledge, Experience and Training:**

- **Minimum of a bachelor's degree in a field related to the task responsibilities listed in this job description.**
- **One or more years of experience related to performing task related to management of administrative programs associated with housing of individuals in need of housing.**
- **Knowledge of Federal, State and Local laws and regulations regarding the operation of subsidized housing**
- **Ability to interpret and oversee rules, regulations and procedures related to program administration.**
- **Ability to express ideas clearly and concisely, orally and in writing and to perform work free from material errors.**