

Now Hiring

Housing Specialist for the Town of Kit Carson

Position Title: Housing Specialist

Status: Full-Time

Salary: \$60,000/year (includes benefits)

Location: Town Hall, 301 Main Street, Kit Carson, CO 80825

How You'll Help: The housing specialist will oversee affordable housing development efforts, working as a liaison with developers, engaging with town leadership and with locally based nonprofit Kit Carson Rural Development (KCRD). The housing specialist will update ordinances dealing with vacant/dilapidated housing, look at flood plain issues and their impact on housing in the community, negotiate the purchase of properties and pursue funding for future affordable housing projects (grant writing), manage remediation of blighted or uninhabitable housing units, handle tracking and reporting of Prop 123-related efforts, attend regional meetings and housing-related conferences or other training opportunities, and will also assist potential buyers with down payment assistance and first-time home loans through USDA. Ninety percent of this position will be housing focused, ten percent of this position will be focused on general Town duties.

What You'll Need: Education, Experience, Skills:

- Bachelor's Degree required; Graduate degree preferred
- Excellent verbal and written communication skills
- Self-motivated and self-starter
- Administration and project management skills
- Possess a high energy level
- High degree of personal responsibility and integrity
- Creative, enthusiastic, and knowledgeable of the community
- Ability to work collaboratively and with local, regional, and state folks
- Ability to manage multiple priorities and meet deadlines
- Strong organizational skills
- Work well under pressure and be accommodating to change

Computer Skills: Working knowledge of Microsoft Office products: Word and Excel.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this position. This position will be trained by KCRD and a Housing Consultant, prior knowledge of grant writing and housing work is not required, but is a plus.

Ready to Apply: Please send resume and cover letter to: Amy Johnson, KCRD, PO Box 123, Kit Carson, CO or to tobyamy@rebeltec.net. This position is open now, and applications will be accepted and considered on a rolling basis.