

HOUSING COUNSELING PROGRAM TECHNICAL ASSISTANCE **CONSULTANT**

GENERAL DESCRIPTION

The purpose of this position is to provide technical assistance to the National Urban League (NUL) affiliates in the area of housing counseling and education. The consultant will be a trusted advisor with the goal of building and sustaining a network of excellence; developing a relationship that produces a strategic partnership with Urban League affiliates; and which enhances their efficient and effective delivery of services. The consultant's responsibilities will focus on assuring the identification and delivery of appropriate technical support from NUL and external resources, and to facilitate the development, coordination and implementation of support, training and special assistance.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Conduct comprehensive site visits to approximately 10 NUL affiliates with housing programs to capture affiliates' needs and challenges; provide comprehensive diagnostics of their housing service operations and performance; create tailored and time bound action plan focusing on compliance and fiscal issues around housing counseling service delivery, capacity building and resource development; conduct follow-up ensuring successful action plan implementation;
- Provide follow-up services to additional affiliates who received site visits in 2012 and 2013;
- Refine site visit and other technical assistance tools;
- Serve as point of contact and broker for all NUL resources. This includes consultation to diagnose challenges and recommend strategies to maintain and develop optimal network organizational health and growth
- Inform and advise NUL regarding strategic direction from Affiliate input and identify issues confronting network which NUL needs to respond to;
- Maintain knowledge of and promote NUL's portfolio of resources (including Initiatives, TA, grant opportunities, etc.), ensuring affiliates have access to technical assistance, grant support, training, and other resources in the key lines of business: foreclosure prevention services, community building & organizing, asset building and financial literacy, homeownership promotion services, and community-based economic development;
- Coordinate requests for technical assistance. Assure evaluation of all engagements by working closely with staff to insure agreed upon outcomes for all TA engagements;
- Generate a comprehensive report for NUL at the end of the assignment;

SKILLS

- A minimum of a Bachelors degree;
- Field experience in housing and community development, particularly in housing counseling service delivery and management;
- Knowledge of major federal housing programs;
- Experience in developing outcome-based performance measurements;
- Ability to design opportunities for learning and the ability to design personal and professional development plans for NUL leadership using a variety of methods and techniques;
- Self-motivated with ability to work independently and deliver within deadlines;
- Ability to establish and maintain effective interpersonal and inter-group relationships involving a variety of persons and groups of various socio-economic and ethnic compositions;
- Proficiency in MS Office products;
- Excellent written, auditory, and oral communication skills;

TIME FRAME

April – Project completion

PHYSICAL/SENSORY DEMANDS

Work is performed both in field and office settings, requiring extensive travel and frequent overnight absences from an employee's place of residence. Work is performed with considerable independence under general direction of the Division Director. Work is reviewed through individual conferences and customer feedback reports. The NUL headquarter is located in New York City, where consultant will be expected to meet periodically.

COMPENSATION: Up to \$20,000, all-inclusive, depending on skills and experience.

To apply submit resume, cover letter and a writing sample to Afreen Alam, Director of Housing and Community Development at aalam@nul.org. No phone calls please.

Deadline to Apply: April 15, 2013

The National Urban League is an Equal Opportunity Employer