## Job Description | Senior Program Specialist

*This position is classified as **Non-Exempt** and **Full-Time**, reports to the **Real Estate Development (RED) Director** and is a union position represented by CWA Local 7901. CASA of Oregon is located in Sherwood, OR*

**This position is a Grade 5 with a salary range of $61,938 - $86,997**

**Department Director: Rosie Andalon, randalon@casaoforegon.org**

**POSITION OVERVIEW**

The Real Estate Development Sr. Program Specialist assists with a wide array of assignments related to housing and community facilities development, including research, compile data, prepare forms/reports, and responsible overseeing the compliance of State Prevailing Wage Rates, Federal Davis Bacon and Related Acts requirements.

**POSITION DUTIES and RESPONSIBILITIES**

- Assist with the preparation of grant applications
- Acquire & prepare various forms and documents
- Conduct outreach and surveys of farmworker families
- Assist Housing Program Managers plan projects and perform necessary tasks
- Prepare program reports for funders and the public
- Administer David Bacon & Prevailing Wage Rate requirements for projects
- Periodically take on new projects to support development team and agency
- Translate documents
- Help plan and coordinate conferences and retreats
- Develop marketing materials
- Research potential funding sources and investors
- Provide training on forms and Davis Bacon & Prevailing Wage Rate to Housing Department staff and interns
- Administer the Community Development Block Grant requirements for projects
- Fills in where and when appropriate for managers short term absence (sabbatical, vacation, sick)
- Other duties as assigned

**QUALIFICATIONS**

Education/ Experience: Associate Degree preferred. Two-three years' experience in real estate development and/or finance;

NOTE: A combination of education/training/work experience demonstrating general qualifications for the position may be accepted in lieu of degree requirement.

**ADDITIONAL REQUIREMENTS**

- Knowledge of and experience in affordable housing programs
- Familiarity with the operations of non-profit organizations
- Ability to plan and manage multiple projects, and meet strict deadlines

- Capacity to work independently and perform complex tasks with minimal supervision
- Effective oral and written communication skills to a wide audience
- Good organizational and interpersonal skills
- Working knowledge of spreadsheets and budget manipulation
- Proficiency using MS software and other computer software
- Willingness to assist co-workers with special projects
- Preference for bilingual Spanish speakers
- A commitment to working in a multicultural/bilingual environment; and a driver's license and access to transportation

**WORK ENVIRONMENT**

- Work is in an indoor, office setting. May occasionally require meeting at or visiting project sites in various settings throughout the state.
- This position requires occasional travel both in state and to trainings and/or conferences out of state, which may include day and evening work.
- Must have a valid driver's license with consistent access to reliable transportation.
- CASA's work culture is inclusive, equitable, and collaborative. CASA makes transparent and shared decisions, and cultivates staff through professional development.
- CASA encourages and supports staff involvement in both internal and external committee work during regular work time. Internal committees include: Equity Committee, Health, Safety & Wellness Committee, Sister Adele Scholarship Committee and Fun Committee.

**PHYSICAL AND SENSORY CAPABILITY REQUIREMENTS**

*The following capabilities are required in order to perform the essential functions of this position. Reasonable accommodations that do not create an undue burden on the company are available to address the following requirements:*

- Ability to: stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl;
- Lift, carry, and place items of up to 25 pounds;
- Maintain sustained concentration on computer screens;
- Use keyboards and a variety of computer peripherals

CASA is an equal opportunity employer. All applicants will be considered for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or (dis)ability status. CASA of Oregon also complies with federal and state (dis)ability laws and makes reasonable accommodations for applicants and employees with (dis)abilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the department director.

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