



## **COMMUNITY HOUSING NAVIGATOR**

### **About the Workforce Housing Coalition of the Greater Seacoast**

The Workforce Housing Coalition of the Greater Seacoast is a 501c3 nonprofit organization that seeks to advance diverse housing options attainable to our workforce in the greater seacoast region of New Hampshire. The Coalition works with municipalities, policymakers, industry professionals, and community advocates through community engagement, education, and technical assistance to accomplish its mission.

### **Expectations and Responsibilities**

The Community Housing Navigator will serve as a local coordinator working directly with municipalities and stakeholders on regulatory change and housing development activities. This may include, but is not limited to:

- Engage local housing task forces, committees, and commissions, municipal staff, elected and appointed officials, and organizations/individual grassroots supporters of abundant housing policy.
- Identify and engage new housing supporters, and work to increase the number of housing task forces, committees, and commissions in the region.
- Provide technical assistance to municipal staff and policymakers to develop policies that support affordable housing options.
- Assist in the planning and execution of Workforce Housing Coalition housing charrettes.
- Support the Executive Director and Programming Committee in the successful execution of community events.
- Support the Executive Director and Communications Committee in the development of materials and resources to educate our region on housing challenges and potential solutions.
- Engage with local employers and others from the business community about the impact of the housing crisis on their ability to recruit and retain workers.

### **Recommended Skills and Qualifications of Community Housing Navigators:**

- Passion for our mission of advancing diverse housing options.
- Strong interpersonal skills, including the ability to speak in public settings, present clear information, and represent the organization in a variety of situations.
- 1 to 2 years' experience in community engagement and outreach, project management, and/or community organizing.
- Ability to work positively and cooperatively with a wide range of stakeholders.
- Self-driven and able to succeed without direct office supervision.
- *(Preferred)* Basic understanding of housing policy, with a specific focus on zoning, land use, and other regulatory factors that influence the ease or difficulty of building new workforce and affordable housing options.

- *(Preferred)* Bachelor's degree or equivalent work experience in planning, public administration, government, or related fields.

### **Work Environment**

The Workforce Housing Coalition of the Greater Seacoast does not maintain a physical office for staff. Applicants will work remotely, but must have access to a vehicle for frequent in-person events throughout the region. Applicants should expect to attend in-person events two to three days a week. The position is full-time 40 hours per week; however, hours are flexible and are occasionally irregular with morning or evening events.

### **Salary and Benefits**

The salary for the Community Housing Navigator position is \$70,000 - \$75,000. Benefits include a travel stipend and healthcare stipend through a Qualified Small Employer Healthcare Reimbursement Arrangement (QSEHRA).

### **Application**

Please submit resume and cover letter to [director@seacoastwhc.org](mailto:director@seacoastwhc.org) using the subject line "Housing Navigator Application." Please submit applications by March 1, 2024.