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Montgomery Housing Partnership (MHP) is seeking an **APARTMENT ASSISTANCE PROGRAM (AAP) SPECIALIST** with strong interest, and experience in affordable housing and community development. This is a 30-hour per week contract position, subject to funding. Funding is anticipated to begin January 1, 2018 thru December 31, 2018, with an option for renewal.

Montgomery Housing Partnership, Inc. (MHP) is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality apartment homes to meet Montgomery County's growing need for affordable housing. MHP's community-based projects and programs includes providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in troubled communities impacted by foreclosures and economic downturn.

Job Summary:

As part of MHP's neighborhood development team, the AAP Program Specialist will work under contract with Montgomery County Department of Housing and Community Affairs (DHCA) to manage the Apartment Assistance Program (AAP). AAP provides resources for owners, and managers of small, multifamily, rental properties (4-50 units) throughout Montgomery County. Through AAP, MHP and DHCA help owners invest in their properties and develop their management skills. The program initially ran from 2007-2010, and is scheduled to restart in 2018. The Program Specialist reports to MHP's Director, Policy & Neighborhood Development.

Primary Responsibilities:

- Manage program development, administration, reporting, and evaluation.
- Research best practices, and prepare resource manuals.
- Organize, plan, and staff training events.
- Develop content and providing information to owners and managers of small apartment properties through publications, newsletters, listservs, websites, etc.
- Provide technical assistance to owners and managers of small apartment properties directly and with the help of consultants and/or volunteer experts.
- Market and outreach activities to small apartment owners and property managers.
- Promote and facilitate peer-to-peer assistance, cooperative purchasing, and other collaborative actions by owners and managers.
- Identify stakeholders, recruit participants, organize meetings, communicate with participants, document decisions and discussions, etc.
- Work to improve the physical condition of small apartment properties through the Rehabilitation Program for Small Rental Properties and other strategies.
- Develop and implement other strategies to make small apartment properties in targeted areas safe, desirable homes that are affordable and attractive to households at a range of income levels.

Qualifications:

- Bachelors or advanced degree.
- Education, training, certifications, licenses, credentials and/or experience in community development, neighborhood revitalization, community or urban planning, property management, finance, business, real estate, affordable housing, capital improvements, architecture, or other relevant field.
- Strong computer skills, including Microsoft Word, Excel, and desktop publishing software.
- Strong oral and written communication skills and excellent analytical skills.
- Ability to think strategically and make decisions to organize/prioritize daily work.
- Comfortable working in a "small shop" environment, handling multiple tasks simultaneously with minimal staff/administrative support.

- Outgoing, energetic and engaging personality, good listener, and team player.
- Willingness to commit to and share MHP's mission and goals.

Compensation: Salary will be based on applicable experience.

Application Process: To apply, please submit your cover letter and resume, with salary requirements, to: sjohnson@raffa.com. Please include the job title "AAP Specialist" in the subject line of your email.