

North-Missoula Community Development Corporation

Job Posting: Land Stewardship Program (LSP) Coordinator

Location: Missoula, Montana

Yearly salary starts at \$43,264 -- \$54,080

The NMCDC Land Stewardship Program Coordinator is a 32 to 40/hr. a week position. NMCDC is a small, long-standing, neighborhood-based, nonprofit organization. Job duties will be multifaceted and integrated with other NMCDC projects and programs. Dedicated, multi-talented, and versatily skilled, mission-oriented, applicants are encouraged to apply.

The LSP Coordinator will be responsible for overseeing the management and monitoring of the NMCDC's community land trust property portfolio and assisting the Executive Director with day to day operations, including management of the Burns Street commercial building and community center. Growing the Land Stewardship Program's portfolio of permanently affordable properties is of perennial interest and encouragement of, and coordinating with, an LSP Committee of the NMCDC Board of Directors will be necessary.

Duties of the Stewardship Coordinator will include, but may not be limited to:

- Income-qualifying prospective home buyers as they apply to purchase shared equity land trust properties;
- Maintaining clear processes for working with lenders;
- Overseeing viewings and maintenance inspections of properties before resales;
- Filing and tracking ground lease documents and lease payments;
- Overseeing annual compliance affidavits to ensure the properties are owner occupied;
- Maintaining positive, supportive, and consistent communication with all lessees;
- Attending meetings and maintaining relations with three community land trust home owners' associations;
- Interfacing with appropriate governmental departments and private foundations in terms of grant applications and reporting;
- Coordinating with other NMCDC staff, community members, and city employees to be involved in community organizing efforts related to citizen empowerment and equitable housing and community economic development, including involvement with neighborhood surveying and neighborhood planning efforts to those ends; and,
- Maintaining, and contributing to, NMCDC's website and social media outreach.

Competitive candidates will be detail-oriented, show proficiency in verbal and written communication, familiarity with basic office software suites, and have an interest in long-term employment with NMCDC. The chosen candidate will possess a passion for social, racial, environmental, and economic justice. Candidates should have a basic understanding of the intersecting layers of oppression that exclude people from accessing land and housing as a form of economic stability and mobility.

The LSP Coordinator will be a vital part of the organization's operations and will benefit from trainings and conferences on shared equity models of housing, Fair Housing Law, Federal Housing and Urban Development rules and regulations. Some post-Covid conference travel is likely.

The ideal employee will help build a program they can be proud of and will act as an advocate for the community members served by the NMCDC. Residency in, or strong familiarity with, the Northside, Westside, or downtown neighborhoods is a plus.

Experience and Skillset Preferred:

Graduate, Associates Degree, or Undergraduate Degree in Community Development, Community Planning, Nonprofit Administration, Social Sciences, or other relevant field, such as nonprofit real estate development. Lived experience can contribute to skillset.

Compensation: The LSP Coordinator is potentially 32 to 40 hrs./wk., by arrangement. The employee will have the option of setting up a pre-tax Health Savings Account. This position does not have medical or retirement benefits at this time. Detailed personnel policy document available on request.

To apply: Send a resume with three professional references, and a brief cover letter responding to the below questions, to Bob Oaks at nmcdc@montana.com by 6:00 p.m., Sunday, October 4, 2020.

Questions:

What would have made the community you grew up in more equitable?
Who best understands community assets and community needs?