



## **Housing Council Coordinator**

### **Consulting Contract**

- 12-month contract. Estimated 10 hours a week.
- \$35-\$40/hour
- Reports to Housing Council Chair

### **Summary of Work**

The Housing Council Coordinator reports to the Chair of the Almanor Foundation and is responsible for working with the chair of the Council (currently the Chair of the Almanor Foundation) to ensure the success, effectiveness, and efficiency of the Housing Council.

### **Essential Functions**

- Become knowledgeable about the work to date on the development of workforce housing in Plumas County
- Become familiar with the work of The Almanor Foundation (TAF) and its contractor LMNOP, including all publications produced to date relative to workforce housing Becoming knowledgeable about workforce housing needs in Plumas County with a focus on Greenville, Indian Valley and the Almanor Basin
- Become familiar with the institutions and organizations and their representatives on the Housing Council and their workforce housing needs.
- Support the Council in setting its strategic direction and maintaining forward momentum, including establishing committees and supporting their work Conducting research for the Council; finding and securing presenters to the Council Implementing logistics for Council meetings, including zoom set up and meeting recordings (zoom using TAF account)
- Set Council and committee agendas.
- Maintain records of all materials pertaining to the Council and its committees, including minutes, which will be held by the Almanor Foundation Communicating with Council members.
- Organize all logistics for Council meetings and committee meetings.
- Work with other TAF staff such as the marketing consultant to craft messages for the public regarding Council action and progress.

It is anticipated that more functions will be revealed over time as the Council gains momentum.

### **Contractor Specifications**

- Bachelor's degree or equivalent experience in nonprofit administration, in housing planning or community development or a combination of education and experience. Experience with collaboration among organizations and individuals.
- Oral and written communication ability and discretion sufficient to regularly interact with high level representatives of businesses, county government, and non profit organizations with workforce housing needs.
- Writing ability sufficient to regularly draft clear and precise communications, including summary notes of all meetings, and communications to the public regarding the work of the Council
- Ability to initiate, conduct, and moderate timely and effective Council meetings.
- Familiarity with technical equipment and software to conduct research relating to workforce housing and to complete tasks in both in-person and remote working environments.
- Ability to work in a flexible, on-line environment, including a good internet connection.
- Enthusiasm for continuous learning (including online learning) relative to the development of workforce housing.

Send cover letter and resume to [admin@almanorfoundation.org](mailto:admin@almanorfoundation.org)