

Diverse Housing Services, Inc. (DHS) a Florida Not for Profit Corporation was established in January 2019, for the purpose of providing, preserving, and developing, affordable housing to very low - low- and moderate-income persons and/or persons who qualify as migrant farm workers. Our goal is to continue to improve the quality of life for our residents and to stabilize the neighborhood by bolstering security, enhancing social service programs, and improving the overall resilience, appearance, and aesthetic value of the community. Our supportive services approach reflects a strong belief that a community is more than just homes.

DHS is hiring a Program Assistant (PA). This is an exciting ground floor opportunity to help a new nonprofit corporation seeking to expand its capacity to provide housing that is affordable to the workforce and others who are most in need of supportive services in rural areas of the southeast section of Florida.

A. Position Responsibilities

The Program Assistant is a highly responsible position, which will serve under the supervision of the Executive Director (ED), who is responsible for the overall management, administration, organizational growth, and project development activities of DHS. Responsibilities of the PA include but are not limited to the following:

- Assist the ED in the creation of a business plan inclusive of an operating budget, staffing plan, and program policies to be approved of by the DHS Board of Directors (the Board).
- Assist the ED, the Board, and others to finalize the creation of DHS to include drafting an organizational mission statement and objectives.
- Conduct outreach and build relationships with local governments, community-based organizations, developers, architects, attorneys, contractors, other team members, collaborators, and stakeholders.
- Assist in the acquisition of property and strategies for the development and preservation of housing that will be leased or sold to income eligible residents.
- Assist in the preparation of business terms for contracts, options, land leases and development agreements under the guidance of the ED as required.
- Assist in the planning and implementation of all DHS and DHS affiliated projects.
- Assist in the oversight and management of all DHS owned properties.
- Assist in the investigation of potential future projects and the due-diligence and feasibility analyses of such undertakings.
- Assist in the management of all DHS programs, services, and activities.
- Research sources of funding and maintains familiarity with threshold and screening criteria of key sources.
- Prepares and submits funding applications to secure funding to support predevelopment, construction, and permanent phases for development
- Perform other duties as assigned by the ED.

B. Knowledge, Abilities and Skills

- Strong analytical abilities, computation, negotiation, and problem-solving skills.
- Ability to assist in the planning and management of the development and preservation of multifamily real estate projects.
- Knowledge of project management tools and principles
- Knowledge of fundraising for community-based organizations.
- Understanding of land use, preservation, and development issues.
- Ability to assist in the preparation of financial proformas, budgets, financing applications and reports.
- Capability to perform independent research.
- Excellent verbal and written communication skills.

C. Minimum Requirements

Demonstrated experience or a combination of education transferable work experience in related real estate, management, project management or program management. A Bachelor's Degree in business administration, public administration, urban planning, architecture, engineering, or related field is desired but not mandatory.

D. Compensation

The beginning salary is \$30 to \$40 per hour for a maximum of 30 hours weekly, depending on experience. The compensation package will be expanded as the organizational capacity develops.

E. Deadline

Resumes must be submitted by March 31st, 2022

F. Serious inquiries or questions should be directed to:

Gregory Hyson
Executive Director
Greg.hyson@diversehousingervices.com
(202) 256-1648



*Affordable Housing Developer/Sponsor
A Florida Not-For-Profit Corporation*

We are an Equal Opportunity Employer - Committed to Equity, Empowerment, and Inclusion