



## ASSOCIATION OF ALASKA HOUSING AUTHORITIES

*Building communities, empowering Alaskans.*

### **Rural Housing Program**

#### **Program Overview**

The Rural Housing Coordinator's purpose is to identify relevant community-based needs and potential solutions to address the lack of affordable housing and homelessness/overcrowding within rural Alaskan communities. The Rural Housing Coordinator will work with communities and statewide partners: to improve data collection regarding overcrowding or substandard living conditions; to connect communities with funding opportunities to improve resources for low-income Alaskans or Alaskan families living in extreme overcrowding situations; and, document best practices of community/regional systems that can be shared/transferrable to other regions.

This position is funded through a grant administered by Alaska Housing Finance Corporation and funded by the Alaska Mental Health Trust Authority. The individual will be employed through the Association of Alaska Housing Authority (AAHA). At minimum, the Rural Housing Coordinator will provide the following updates to AHFC via the Statewide Homeless Housing Office and the AAHA membership.

#### **Deliverables:**

- A monthly report detailing contacts, travel and activities.
- A quarterly report detailing successes, challenges and lessons learned.
- An annual report that will include
  - a) Qualitative narratives that articulate the spectrum of homeless housing needs in rural communities (including overcrowding) based on interviews and outreach performed throughout the year;
  - b) Relevant data that can practically be obtained through existing sources such as HMIS, community surveys and / or needs assessments, etc.;
  - c) Recommendations for improved data collection outreach in rural communities and activities to support housing and homeless service development in rural Alaska.



### **Coordinator Job Description**

Under the general direction of the AHFC Statewide Homeless Housing Office in collaboration with the Administrator of the AAHA and the AAHA members, the Rural Housing Coordinator is responsible for coordinating local housing and community entities specifically targeting the rural communities in Alaska. This position will work closely with AHFC, AAHA, local housing and community entities, tribal entities, and the Alaska Coalition on Housing and Homelessness.

### **Focus Areas**

This position has three focus areas:

- 1) Improving data collection and articulating the issues surrounding the broad spectrum of homelessness in rural Alaska;
- 2) Strengthening relationships between rural leaders and housing partners;
- 3) Identify and help communities/regional entities to apply for funding to improve housing opportunities in rural Alaska.

**Responsibilities** include but not limited to the following:

- Act as a primary public contact for housing and homeless services issues in rural Alaska.
- Identify, articulate and assess the range of homeless needs by region.
- Perform analysis of current issues and develop recommendations to end homelessness and increase the supply of safe, sanitary and affordable housing.
- Identify system changes needed and work collaboratively across multiple organizations and sectors to improve the system.
- Research best practice and to present innovative and strategic options for addressing the lack of affordable housing.
- Address the need for coordination of homeless family services and resources available for stabilization of individuals, families, youth, and veterans and overcrowded homes.
- Educate community members, stakeholders, agencies, etc on rural housing and homelessness and develop strong partnerships.
- Identify potential or create innovative housing programs that can assist local government and property owners in the development of housing units related to the homeless or disadvantaged populations.
- Network with peers at the Alaska Housing Finance Corporation, Alaska Mental Health



Trust Authority, Association of Alaska Housing Authority, Alaska Regional Development Organizations, Tribal Entities, Alaska Native Corporations, City Governments, the Alaska Coalition on Housing and Homeless, National advocacy organizations, National Homelessness Organizations, and housing/homeless coordinators in Anchorage, Juneau and Fairbanks.

- Participate in Regional Census data collection planning including the Point in Time Count planning and implementation.
- Travel for meetings and conferences as needed.
- Performs other duties as assigned.

**Qualifications:**

- Bachelor's Degree preferred. High School Diploma and a valid Alaska Driver's License required.
- A minimum of 5 years work experience, preferably in a community or tribal advocacy/liaison position, focused on homelessness and/or housing is preferred.
- Knowledge of community and regional structures in Rural Alaska and experience working with Alaska Native culture and customs.
- Experience working with grant funded projects.
- Experience writing reports and complying with program requirements.
- Excellent interpersonal and written communication skills and well organized.
- Ability to grow and maintain a positive relationship with key stakeholders.
- A self-starter with the demonstrated ability to work independently.

NOTES: This position requires extensive travel to rural communities in Alaska where traveling on a small plane, boat or other non-traditional transportation methods may be required. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. AAHA is an at-will employer.

Salary for this position is negotiable and can be a contract employee or with a competitive benefit package.

**CERTIFICATION:**

I have read and understand my duties as described in this job description. I also understand that in the future, I have the opportunity and the responsibility to seek clarification on any items which may become unclear to me. I also understand and agree that this job description is not intended to limit in any way the right of my supervisor to assign or direct tasks as needed and is subject to change as needed by AHFC and/or AAHA.



I understand and agree that my employment with AAHA is entered into voluntarily and that I may resign at any time. Also, that AAHA is an at-will employer and my employment is terminable at will by AAHA for any reason not prohibited by law.

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Employee Signature

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Date