



Date: December 12, 2016

*POSITION DESCRIPTION*  
**SHARED HOUSING SPECIALIST**

**Open Communities Overview:**

Founded by local activists in 1972, Open Communities' mission is to educate, advocate and organize to promote just and inclusive communities in north suburban Chicago. Its membership includes residents, congregations and civic organizations. A not-for-profit organization, its free and confidential services include investigation of fair housing discrimination and landlord/tenant complaints, foreclosure and predatory lending counseling and prevention, Homesharing, fair housing education and advocacy, and grassroots organizing.

**Job Description:**

The purpose of this position is both to implement the existing Homesharing Program and to analyze, re-conceptualize and redesign the program for greater impact, improved cost-benefit ratio and increased sustainability. The existing Homesharing Program is a free service which provides affordable and fair housing by matching residents who have a room to share with renters who need a safe and affordable living space. Homesharing provides extra income for families and individuals who need financial help to stay in their homes. In addition, many providers appreciate the added security and companionship that results from having another adult in their home. At the same time, tenants find a safe, comfortable, and affordable living situation that enables them to live close to work, family, or school.

Status: Reports to the Director of Fair Housing; full-time, 40 hours per week. This is a temporary position which is expected to continue for at least 6 months but is not guaranteed to do so; continuation of the position beyond this time is subject to organizational strategic decisions and the availability of funding.

Responsibilities:

*STRATEGY*

- a) Take a leading role in the strategic assessment of the Homesharing Program in its present form—with an emphasis on impact, cost-benefit ratio and sustainability—taking into account the changing needs of the affordable housing market, the economy and the influence of technology.
- b) Take a leading role in the strategic redesign of the Homesharing Program so as to increase impact, improve cost-benefit ratio, ensure sustainability, and meet the changing needs of the affordable housing market.

*MARKETING, OUTREACH AND NETWORKING*

- a) Market the Homesharing program to potential clients and other social service agencies for referral, including affirmative marketing to older adults, people of color, persons with disabilities, and all other legally protected classes.
- b) Network with agencies administering shared housing programs.

### *CLIENT BASE*

- a) Assess and evaluate program applicants, both home providers and home seekers, of all backgrounds.
- b) Supervise the contractual matching of clients.

### *RECORD KEEPING*

- a) Keep records and statistics of all requests and successful matches.
- b) Maintain client files.
- c) Assist with assuring funding by providing reports, attending meetings, and making presentations to funders.

### *PROGRAM EVALUATION*

- a) Help Director of Fair Housing develop and implement program evaluation methods

### **Required:**

- 1) Demonstrated ability to think and work strategically.
- 2) Extensive work experience with older persons, low-income populations, and/or adults with disabilities.
- 3) Excellent ability to work with people of all races, ages, abilities and backgrounds.
- 4) Patience and flexibility.
- 5) Excellent organizational and writing skills.
- 6) Interest in being member of a team committed to the mission of Open Communities.
- 7) Solid comfort level with public speaking.
- 8) Bachelor's degree
- 9) Valid driver's license and vehicle.
- 10) Some flexibility with hours.

### **Preferred:**

- 11) Experience in program re-conceptualization and redesign
- 12) Ability to speak a language other than English.
- 13) Familiarity with the northern suburbs.

**Hiring Range:** The starting salary for this position will be in the range of \$3,000 to \$3,350 per month, depending on experience. Candidates should not expect to start at a salary exceeding this range, and only the most experienced and highly qualified candidates will be made offers in the upper parts of this range.

Send your **cover letter** and **resume** by e-mail to [neda@open-communities.org](mailto:neda@open-communities.org) Applications without cover letters will not be considered. No phone calls, please.

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