

## **HOUSING DEVELOPMENT SPECIALIST**

**SALARY RANGE 23: \$46.00 - \$55.91/hour (non-exempt)**

**Final Filing Date: Open Until Filled. Applications received by June 23, 2025 at 5:00 pm PST will be included in the first review.**

**This is a full-time position and applications from those available now as full-time employees are welcomed.**

### **THE ORGANIZATION**

The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. In partnership with the entire community, the Housing Authority advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing. The Housing Authority is the lead developer of a strong and growing pipeline of affordable housing located in the City of Alameda, including the North Housing development on the former Alameda Naval Base. Upcoming development projects can be viewed at: <https://www.alamedahsg.org/future-communities/>

### **THE POSITION**

The Housing Authority is seeking a team-oriented candidate to work at the Housing Development Specialist level. This is entry level position in affordable development will support a wide range of affordable housing development projects and have the opportunity to perform meaningful and impactful work for an agency dedicated to providing affordable housing in the most impacted region of the nation.

This position requires the ability to provide technical assistance and analysis to the real estate development team for rehabilitation and/or new construction projects.

### **MINIMUM QUALIFICATIONS**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to graduation from an accredited four-year college or university plus a minimum of one (1) year of relevant experience in affordable housing real estate development or a community development program.
- Must possess or able to obtain California Notary Public License within 6 months of hire.
- Specific affordable housing finance training, such as LISC, NeighborWorks, ULI or other coursework is preferred.
- Technical skills needed include proficiency in common business software, particularly Excel, and affordable housing software, preferably Yardi and/or Laserfiche.
- Possession of, or ability to obtain, a valid driver's license by time of appointment is required. Must be able to be insured under AHA's owned automobile insurance policy.
- Proficiency in one of the Housing Authority's LEP languages (Spanish, Vietnamese, Chinese or Tagalog) is preferred but not required.

## **BENEFITS PACKAGE**

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457 and Roth IRA plans (no employer contribution). *Important:* AHA does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions.
- 2 weeks of vacation to start, 11 holidays, and 3.5 floating holidays per year plus paid sick leave
- A flex schedule of 9 8-hour workdays each pay period with every other Friday generally not scheduled as a workday.
- Note that Housing Development Specialists work on-site; no telecommuting is offered for this position.
- Some evening and after-hours work may be required.

## **IMPORTANT APPLICATION INFORMATION**

**Final Filing Date: Open Until Filled. Applications received by June 23, 2025, at 5:00 pm PST will be included in the first review. AHA reserves the right to interview candidates before the deadline.**

### **To apply, submit a:**

- Housing Authority Employment Application,
- Cover letter stating why you are interested in and include how your experience, education, and training qualify you for this position (two pages maximum),
- Resume (three pages maximum, include months/years of employment), and
- Writing Sample (five pages maximum) – The writing sample may be an excerpt from a previous professional work or from an academic assignment. If submitting an academic piece, it must be an individual writing sample and not part of a group project.

Your cover letter, resume, and writing sample must be in Word or pdf format and uploaded into the AHA employment application form. Additional information, including the application form, is located in the Working With AHA section of the Housing Authority's website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/>.

## **ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY**

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at [hr@alamedahsg.org](mailto:hr@alamedahsg.org).

**The Housing Authority of the City of Alameda is an  
Equal Opportunity / ADA Employer**