



The Virgin Islands Housing Finance Authority is seeking qualified applicants  
for the following CDBG-DR Grant Funded position  
**NEW HOUSING INFRASTRUCTURE CONSTRUCTION HOUSING PROGRAM SPECIALIST**

The New Housing Infrastructure Construction Housing Program Specialist is responsible for daily monitoring and implementation of the Virgin Islands Housing Finance Authority's (VIHFA) Community Development Block Grant Disaster Recovery (CDBG-DR) New Housing and Infrastructure Construction Program (NHIC) in accordance with established policies and procedures. The Specialist will assist the NHIC program staff, consultants, contractors, and will consult with grantees, Territorial, and Federal Officials in coordinating the administration of the New Housing and Infrastructure Program.

**ESSENTIAL FUNCTIONS:**

- ⇒ Performs all tasks necessary to ensure that the implementation of the New Housing and Infrastructure housing program is effective, timely, and in accordance with the program's policies and procedures and HUD guidelines.
- ⇒ Implement program policies and evaluate effectiveness.
- ⇒ Ensure the timely disbursements of program documents for all projects in the program
- ⇒ Analyzes CDBG-DR Project Application process for compliance with all applicable federal and Territorial statutes, rules, regulations, and policies, as well as any lender requirements.
- ⇒ Serves as administrative support for the New Housing and Infrastructure Construction projects with developers, other external organizations, and higher authorities.
- ⇒ Collaborate with Program Staff in monitoring project progress by attending site visits, reviewing project status reports, meeting with sub-recipients, and regulatory agency staff.
- ⇒ Contribute to team efforts by being an integral collaborator involving flexibility, cooperation, communication, and accomplishing tasks as needed.
- ⇒ Be able to assess program performance, and suggest appropriate changes, as necessary, to maximize participation, efficiency, and productivity.
- ⇒ Reviews payment requests, monthly reports, Davis Bacon, Section 3, and other progress documentation for completeness and timeliness.
- ⇒ Facilitates providing Technical Assistance to developers, and partners, as well as providing information for stakeholders.
- ⇒ Ensures that program milestones are achieved, and deadlines are met, all within budgetary guidelines and constraints.
- ⇒ Assists in the creation and review of program documents, FAQs, and other program materials, and ensures that they are disseminated, as appropriate, to the public, developers, and program participants, and works with the Communications/PR Manager to ensure that the documents are posted on the VIHFA website.
- ⇒ Works closely with other CDBG-DR Staff to ensure efficient administration of the Program

**QUALIFICATIONS:**

- ⇒ **Education:** Bachelor's Degree (Business Administration, Public Administration, Political Science, Architecture, Construction Management, Project Management, or related field preferred.)
- ⇒ **Experience:** A minimum of 1 - 3 years relevant experience. An equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** General knowledge and understanding of CDBG, CDBG-DR preferred; Strong analytical, problem-solving, and decision-making capabilities; Ability to establish and maintain effective working relationships while performing your duties as Housing Specialist; Excellent verbal, interpersonal, and written communication skills; Proficient in MS Office Applications (Word, PowerPoint, Excel, Outlook); Experienced in analyzing and interpreting written material and quantitative data; Ability to respond effectively to sensitive inquiries or complaints; Ability to work with extremely sensitive and confidential information; Ability to define problems, collect data, establish facts, and draw valid conclusions; Ability to take initiative, work independently, and utilize creative skills to resolve issues; Ability to be flexible and work under pressure; Valid Driver's License.

**SALARY:** \$41,600 - \$56,160 per annum depending upon qualifications. CDBG-DR grant funded position

**APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, and resume/vitae. **During the Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov). **This position will remain open until filled.** Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*