



The Virgin Islands Housing Finance Authority is seeking qualified applicants
for the following CDBG-DR Grant Funded position

PUBLIC & AFFORDABLE HOUSING PROGRAM SPECIALIST

The Public and Affordable Housing Program Specialist for Disaster Recovery is responsible for daily monitoring and implementation of the Virgin Islands Housing Finance Authority's (VIHFA) Community Development Block Grant Disaster Recovery (CDBG-DR) Public Housing Program in accordance with established policies and procedures. The Specialist will assist the Public and Affordable program staff in duties affiliated with subrecipient(s), developer(s), consultants, contractors, and will contribute to program coordination and administration.

ESSENTIAL FUNCTIONS:

- ⇒ Performs various administrative/ clerical duties in support of the Public & Affordable program operations.
- ⇒ Manages program files to ensure compliance with internal and federal guidelines.
- ⇒ Serves as administrative support for the Public & Affordable Housing projects with subrecipients, 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. Review and provide feedback for monthly reports submitted by contractors/ developers.
- ⇒ Maintains a database through Teams and SharePoint by entering, verifying, and backing up data. Complies with additional recordkeeping and other requirements, as requested.
- ⇒ Assists with revising, tracking, and updating procedures regularly to ensure that the current procedures are readily available and accurate.
- ⇒ Provides technical assistance to contractors, as needed related to Davis-Bacon labor standards and Section 3 requirements.
- ⇒ Coordinates and organizes documents related to the procurement process.
- ⇒ Contribute to team efforts by being an integral collaborator involving flexibility, cooperation, communication, and accomplishing tasks as needed.
- ⇒ Works closely with CDBG-DR staff to ensure efficient administration of the program specifically the communications and web management staff to facilitate marketing and outreach plans for effective program delivery, execution, and transparency.
- ⇒ Tracks and facilitates application review and approval with team members.
- ⇒ Contributes to team efforts by accomplishing tasks as needed and makes recommendations to improve processes.

QUALIFICATIONS:

- ⇒ **Education:** Bachelor's Degree (Business Administration, Public Administration, 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 in the course of performing your duties as Program Specialist. Excellent verbal, interpersonal and written communication skills; Team player with the ability to work in a fast-paced environment; Proficiency in MS Office Applications (Word, PowerPoint, Excel, Outlook); Strong verbal, interpersonal and written communication skills; Experience analyzing and interpreting written material and quantitative data; Superior interpersonal skills including courtesy, professionalism, empathy, and a cooperative attitude; Ability to respond effectively to sensitive inquiries or complaints and work with highly 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; Attention to detail; 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.** 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. **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