



Housing Fellowship

Responsibilities

1. Assist with writing and administering federal, state and private grants.
 - Drafts grant narratives and prepares grant packages.
 - Conducts environmental assessments.
 - Conducts Davis-Bacon wage compliance checks.
 - Conducts income verifications.
 - Tracks grant progress and submits for requests for reimbursement.
 - Maintains grant records and ensures compliance with grant requirements.

2. Assists with the development of housing studies/needs assessments.
 - Gathers and analyzes data.
 - Assists with community engagement activities.
 - Drafts plan sections.
 - Uses GIS to prepare relevant maps.

3. Assists with other activities as assigned; these activities may include projects outside of the housing department.

4. Supports ECICOG’s reputation as a regional leader.

5. Works to continuously improve ECICOG’s reputation, services and deliverables. Understands that doing relevant, high-quality work and generating revenue are both important to sustaining the organization.

6. Stays current on housing issues and best practices. Looks for opportunities to broaden skill set.

7. Shares technical expertise with other team members within organization.

8. Attends occasional evening or weekend meetings.

Example Projects from 2020-2022 Planning Fellowship	Likely projects for 2023-2024 Housing Fellowship
<ul style="list-style-type: none"> • Assisted with Comprehensive Plans for Bertram, Wyoming and Lisbon. • Assisted with Iowa City Strategic Plan. • Assisted with Jasper County Hazard Mitigation 	<ul style="list-style-type: none"> • Administer Community Development Block Grants (CDBG) for the development of new owner-occupied and rental housing units. • Assist with housing studies and assessments.

<p>Plan.</p> <ul style="list-style-type: none"> • Facilitated Iowa City Business Assistance program. • Developed University Heights ARPA Business Assistance Grant program. • Administered Iowa Watershed Approach grants. 	<ul style="list-style-type: none"> • Assist with housing rehabilitation programs. • Support citizen engagement activities related to housing during the comprehensive planning process for the cities of Oxford and Anamosa. • Nuisance enforcement with contracted cities
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Knowledge and Skills

- Strong customer-service orientation.
- Strong written communication skills.
- Ability to work on several projects or issues simultaneously while demonstrating strong attention to detail.
- Ability to manage projects efficiently and effectively.
- Ability to reflect on and respond to feedback constructively.
- Knowledge of Microsoft Office.
- Willingness to support the work of other teammates and departments as assigned.
- Valid driver’s license.

Minimum Qualifications

A bachelor’s or master’s degree in planning, public administration, human services or related field is desired but not required. Successful candidates will model ECICOG’s core values of service, flexibility, teamwork, “can-do” spirit, and love for our communities and region.