



JOB ANNOUNCEMENT

ADU/CLT Associate

Who we are

The East Palo Alto Community Alliance and Neighborhood Development Organization (EPACANDO), a community-based, member-controlled non-profit, was chartered to advance “progress” on the community’s own terms, to assure that community members are the primary beneficiaries of that progress, and that residents who committed themselves to community well-being can thrive in place, and do. Since its inception in 1990, EPACANDO has developed 350 permanently affordable rental homes and helped over 3,500 low-income residents gain or retain homeownership.

What we do

As mentioned above, we develop permanently affordable housing here in EPA, and we are continuously working with the community and local organizations to creatively develop new strategies to develop permanently affordable housing. This year we are expanding two programs, one to help low-income homeowners build or install accessory dwelling units (ADUs) to help meet local needs for housing, and the other to oversee and expand our community land trust (CLT).

About the ADU Program

In response to years of East Palo Alto residents advocating for local policies and programs regarding accessory dwelling units (ADUs), a group of community members and organizations came together under the Secondary Unit & Anti-Displacement Task Force. The Task Force drafted policy recommendations that addressed short-term and long-term solutions to legalize unpermitted ADUs and support the construction of new ADUs.

EPACANDO played a key role in this group up to its formal conclusion in 2019 and continued to facilitate an ADU working group to support the implementation of the Task Force’s policy recommendations. In 2020, aligned with the momentum of new state legislation benefiting ADU development, the CANDO ADU Program began a case management system for homeowners interested in ADUs. The Program has supported over 80 homeowners through feasibility assessment, resource marshaling, construction project management, and leasing. The Program also administers the City of East Palo Alto’s CalHome ADU/JADU Loan, a construction gap loan designed to support homeowners complete their permitted projects.

About the CLT Program

PAHALI is a local nonprofit organization designed to create housing opportunities, the model used to fulfill our mission is called the Community Land Trust model (CLT). In this model, the land trust organization owns real estate in order to provide benefits to its local community - and in particular to make land and housing available to residents who cannot otherwise afford them.



In the Spring of 2020, residents at Palo Mobile Estates, with 117 rental spaces subject to the City's 1988 Rent Stabilization and Eviction for Good Cause Ordinance, were notified that Palo Mobile Estates was undergoing a conversion into a resident-owned park. The Program has supported over 110 households through tenant rights, feasibility assessment, technical assistance, and tenant income certification. The Program also administers the City of East Palo Alto's Palo Mobile Estates Loan, a gap loan designed to stabilize the long-term affordability of the Park.

Job Summary

The Program Associate plays an essential role in supporting the ADU and CLT Programs. Reporting to the ADU and CLT Program Managers, the Program Associate will offer day-to-day support to the two Program Managers and their caseloads.

The support may look like: (1) Assisting homeowners to conceptualize accessory dwelling unit projects. This includes looking at property maps, basic financial readiness, and navigating aspects of project management: submission, bidding, construction, and leasing. (2) Working with Palo Mobile Estate residents by keeping them informed and conducting purchase assessments for the lot underneath their mobile home. Both programs include a great detail of client case management, engagement, organizing, and outreach. The ADU/CLT Associate must exercise a high level of discretion, nuanced strategy, and independent judgment.

Essential Functions

- Adhere to basic case management practices such as handling inquiries, following up and maintaining contact with clients, data entry, and safeguarding sensitive information
- Perform basic income calculations to determine clients' eligibility for City loans
- Perform functions of project management, such as planning, executing, expediting, troubleshooting, and reporting
- Develop, organize, facilitate, and implement community engagement or outreach activities, such as workshop and information session presentations
- Translate, interpret, and participate in multimedia campaigns by developing culturally appropriate resource guides, articles, brochures, and flyers
- Build effective relationships with residents, community organizations, lenders, realtors, builders, and other professionals in the housing sector
- Stay informed about ADU regulations, Community Land Trusts, and community resources related to housing
- Perform research on housing-related topics

Knowledge, Skills, and Abilities

- BA degree in a relevant field or 3 years of paid or unpaid work experience
- Effective written and oral communication; good listener; clear communicator
- Bilingual in English/Spanish
- Experience leading and organizing community meetings
- Experience with client casework



- Ability to perform basic math
- Ability to relate comfortably to individuals of different racial/ethnic, economic, and cultural backgrounds
- Computer literacy with various basic office programs, including Google Suite (docs, sheets, etc) and Microsoft Office (Word and Excel, Powerpoint, etc)

Additional Qualifications

- Familiarity with East Palo Alto, preferably a current or former resident
- Experience working in a public agency or public-interest nonprofit
- Knowledge of city zoning, development codes, and project permitting
- Experience with reviewing, interpreting, and editing legal documents
- Experience conducting academic research for housing-related issues
- Housing Counselor Certification, or willingness to obtain within the first 3 months of employment
- Familiarity with Canva, Salesforce and Asana
- Grant management support accountability/reporting; assuring compliance with funders' requirements

To Apply: Please send a cover letter and resume to: hr@epacando.org
Deadline: No deadline, position will be open until filled
Salary: Commensurate with experience; Prog. Assoc. range \$69K - \$82K
Benefits: Paid time off, medical, dental, and vision insurance, 403(b)
Status: Regular, Full-time, FMLA exempt
Location: **Hybrid** - 2369 University Avenue, East Palo Alto, CA 94303
Website: www.epacando.org
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