



JOB ANNOUNCEMENT

ADU Program Associate (English/Spanish)

About the Organization

The East Palo Alto Community Alliance and Neighborhood Development Organization (EPACANDO) is a non-profit organization proud to be community-based and member-controlled. We are committed to creating affordable housing and promoting economic and community development to improve the quality of life for residents. Over the past 30 years, we have worked tirelessly in collaboration with the community and local organizations to develop permanently affordable housing and anti-displacement strategies.

About the Program

In 2020, we launched the CANDO ADU Program to assist low-income homeowners in East Palo Alto in developing accessory dwelling units (ADUs) by providing support throughout the development and legalization process. To date, the program has supported over 100 homeowners, contributed to the City's policies and programs regarding ADUs, led East Palo Alto's ADU Working Group, and along with the City, received \$2 million from the California Department of Housing and Community Development (HCD) to offer low-interest ADU loans to income-qualified homeowners.

Job Overview

EPACANDO is looking for a bilingual (English/Spanish) candidate who can support the growth of the CANDO ADU Program by leading client case management and engaging in program development. The Program Associate will report to the Program Manager and work with community members, local government staff, trade professionals, and lenders to help our clients develop and legalize ADUs in the City of East Palo Alto. The Program Associate will also be responsible for identifying opportunities to enhance and broaden the program to ensure that our clients receive the best possible service. The ideal candidate will have the potential to advance within the Program, including the opportunity to pursue a management position.

Client Support: 40%

- Help clients conceptualize ADU projects through site-specific property assessments using web-based tools and property-specific data.
- Assist prospective borrowers through the CalHome ADU/JADU loan and lending process, acting as a liaison between multiple parties.
- Guide clients through various aspects of ADU project management such as design, financing, permitting, bidding, construction, and leasing.
- Manage inquiries and interest from community members, local government, and organizations.



Program Development: 40%

- Support the Program Manager with evaluation, development, and implementation of Program activities and functions.
- Provide support to City staff and the East Palo Alto ADU Working Group as needed around the production and/or legalization of ADUs in the City.
- Identify and assist with grant applications and funding-related activities.

Program Visibility: 10%

- Support and lead various in-person and virtual community engagement and outreach activities such as workshops, information session presentations, and other efforts.
- Share and highlight the Program through content development such as client testimonials, newsletters, and social media presence.
- Build effective relationships with residents, community organizations, lenders, realtors, builders, and other professionals in the housing sector.

Organizational Support and Collaboration: 10%

- Assist in advocacy and policy development related to housing preservation, as well as cross-functional projects as needed to support both the Program and Organization.
- Assist organizational grant applications and funding-related activities.
- Stay informed about community resources related to housing, and research housing-related topics.

Essential Functions

- Learn ADU-related subject matter and tools quickly, then apply them in individualized intake, assessment, and project development sessions with clients.
- Adhere to basic case management practices, such as handling inquiries, maintaining client contact, safeguarding sensitive information, and data entry.
- Perform project management functions, such as planning, executing, expediting, troubleshooting, and reporting.
- Perform grant management support accountability/reporting; assuring compliance with funders' requirements.
- Translate, interpret, and participate in multimedia campaigns by developing culturally appropriate resource guides, articles, brochures, and flyers.

Required Knowledge, Skills, and Abilities

- BA degree in a relevant field or 3 years of paid or unpaid related work experience
- Familiarity with city zoning, development codes, and project permitting
- Bilingual in English and Spanish, based on community needs
- Effective written and oral communication; comfortable with public speaking
- Ability to meet clients where they are; light travel and occasional evenings
- Ability to relate comfortably to individuals of different racial/ethnic, economic, and cultural backgrounds



- Computer literacy with various basic office programs, including Google Suite, Microsoft Office; Canva, Salesforce, and ArcGIS are desirable

Additional Qualifications

- Familiarity with East Palo Alto, preferably a current or former resident.
- Experience working in a public agency or public-interest nonprofit.
- Experience reviewing and interpreting legal documents.
- Housing Counselor Certification, or willingness to obtain within the first 3 months of employment.

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 \$71K - \$76K
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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