

Housing Navigator

Description of Position

Strafford Regional Planning Commission (SRPC) seeks a full-time housing navigator to join its team of hardworking, motivated individuals dedicated to providing the highest quality of public service in a friendly, progressive environment. SRPC's staff work as an innovative and collaborative team focused on supporting our 18-member communities.

The housing navigator will work closely with, and under the supervision of, the Towns of Farmington and New Durham to address housing challenges and opportunities. The navigator will engage community members, build partnerships and community support, provide technical assistance to land use boards, staff, and applicants, perform land use application reviews, assist with implementation of local planning initiatives, and conduct an audit of local regulations.

The successful candidate will have strong community engagement and education skills, be able to build consensus around specific housing policies or planning projects, and familiarity with local land use planning and development processes.

For more information about the Commission, visit www.trafford.org.

Responsibilities

Community Engagement:

- Participate in and recruit local champions to attend the UNH Cooperative Extension Housing Academy.
- Work with local staff and volunteer partners to design and implement a community engagement plan to include an initial public forum, a series of speaker presentations, housing discussions with local employers, and creation of educational resources.
- Engage with leaders in the housing community to support the development of best approaches to achieve the housing goals of the two communities.
- Engage with local employers and others from the business community about the impact of the housing crisis on their ability to recruit and retain workers.
- Engage with members of the community, to build awareness of matters related to housing and the impacts that it has on the health and vitality of their community, while ensuring their voices are acknowledged during regulatory change processes.

Planning and Development Processes:

- Provide direct land use support and assistance to residents and applicants seeking approvals that will lead to the development of new residential units.
- Work directly with housing developers, property owners, and housing coalitions for the purpose of facilitating specific developments.
- Assist both developers/businesses/applicants and local boards with proposals and the application review process.
- Attend evening meetings to provide technical assistance to local land use boards.
- Act as a liaison between the technical review committees and boards.



- Assist with economic development initiatives that support new housing opportunities.
- Write grant applications or proposals to further housing goals.
- Strengthen the capacity of existing staff to move applications and planning initiatives forward in a timely fashion.
- Provide direct staff support to programs that have the potential to increase redevelopment for housing and economic development.
- Perform an audit of the local regulatory framework to identify provisions where barriers may be removed, or new opportunities created to support housing development.

Candidate Qualifications

Skills:

- Commitment to diversity, equity, justice, and inclusion, particularly related to housing.
- Ability to understand and respond to communities' interests and needs in ways that foster trust and constructive problem solving among diverse stakeholders.
- Experience in community engagement and outreach, project management, and community organizing.
- Advanced Skills in virtual and in-person event facilitation, communications (e.g., social media, newsletters), and volunteer recruitment and retainment.
- Familiarity with housing development, zoning regulations, land use planning, and municipal government.
- Strong written and verbal communication skills.
- Demonstrated grant writing experience and success.
- Knowledge of Office365 (Microsoft Word, Excel, SharePoint, Outlook, and Teams).

Education and Credentials:

- Bachelor's degree in Planning or a closely related field and two years of experience. Or Master's degree and one year of experience.

Special Requirements:

- This position requires attendance at evening meetings and in-person office hours at the Farmington and New Durham town offices.

Application Submission

Please reply with a cover letter, resume, work sample, and three professional references. Submit materials to apply@strafford.org using the subject line "**Housing Navigator**." Incomplete applications will not be considered. Position remains open until filled.

Additional Information

Salary (\$50,000-\$75,000) is commensurate with qualifications and experience. We offer a flexible work environment and excellent benefit package.

Strafford Regional Planning Commission is an Equal Opportunity/affirmation Action Employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, age, sex, sexual orientation, and nation of origin. The Commission encourages veterans, minorities, women, and socially and economically disadvantaged applicants to apply.