



# COOPERATIVE DEVELOPMENT INSTITUTE

P.O. Box 1051, Northampton, Massachusetts 01061-1051  
PH 413-665-1271 • FX 413-541-8300 • [www.cdi.coop](http://www.cdi.coop) • [info@cdi.coop](mailto:info@cdi.coop)

## **Housing Program Specialist (Western/Central Massachusetts)**

**Reports To:** Housing Program Manager

**Salary and Hours:** \$19-22/hour for 40 hours/week. Paid time off (3 weeks vacation, increasing to 4 weeks after two years' tenure, plus 8 paid holidays/year). Health benefits. Family and Medical Leave. Mileage reimbursement at the IRS rate.

### **About The Cooperative Development Institute (CDI):**

The Cooperative Development Institute (CDI, [www.cdi.coop](http://www.cdi.coop)) is the Northeast's Center for cooperative business education, training, and technical assistance. CDI was founded in 1994 by cooperative leaders across industry sectors with a mission to build a cooperative economy in the Northeast through the creation and development of successful cooperative enterprises and networks in diverse communities in New York and New England.

Our mission is to work with people in the Northeast to create cooperative businesses and networks that grow a prosperous, equitable economy. We envision a democratically-owned and just economy where everyone can fulfill their needs and aspirations.

CDI works to support, advise and provide technical assistance to all sorts of cooperatives in the Northeast. CDI's Northeast Resident Owned Communities (NEROC) program provides support and assistance for residents of manufactured home communities to purchase their parks and run them cooperatively. Our Business Ownership Solutions (BOS) program focuses on conversion of existing businesses to worker ownership and our Cooperative Food Systems (CFS) program works with all food-related cooperatives; from assisting New American and Native American farmers to rural food cooperative retail stores and producer co-ops. And that's not all of what we do!

CDI is a virtually based 501(c)3 non-profit that has 18 employees. CDI employees enjoy their jobs and appreciate the flexibility of working from home, the commitment to continuous learning, and how interesting and varied our work is. Because our organization is transparent, accountable, and participatory, as staff, our ideas and opinions count, and we're committed to maintaining this as a priority.

### **Position Overview:**

Successful candidate will work as a Housing Program Specialist in the New England Resident Owned Communities (NEROC) program of the Cooperative Development Institute. This program is designed to provide affordable, secure housing to residents of manufactured housing parks by helping them finance, purchase and run the communities they live in through the creation of democratically-run cooperatives. The primary focus of this position is on post-

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THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

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purchase guidance, training and assistance to each community in the management and governance of their cooperative. Special attention is paid to helping members understand their roles and responsibilities in order to more effectively function as resident-owners and to foster a sense of empowerment and community spirit.

**Essential Job Functions:** *Housing Program Specialist*

1. Provides technical assistance to resident-owned manufactured housing communities.  
Duties include:
  - a. Facilitating community meetings and presentations.
  - b. Assisting in resident association board meetings including preparation, agenda assistance, running of efficient meetings, parliamentary procedure, follow-up, and review of minutes and financial statements.
  - c. Training co-op boards and facilitating the creation, implementation, and enforcement of bylaws and community rules and regulations.
  - d. Training co-op boards and facilitating the creation and implementation of policies related to member applications, parliamentary procedure, committee structures, rules enforcement, management practices, etc.
2. Collaborates with other technical assistance providers to train board directors and community members in:
  - a. Cooperative principles and democratic processes.
  - b. Leadership development.
  - c. Rights, roles and responsibilities of members and directors.
  - d. Cooperative communication skills.
  - e. Understanding financial statements.
  - f. Capital improvements planning.
3. Provides organizational and administrative assistance to the NEROC program to ensure that the various elements of the program are running smoothly.
4. Assists both established and developing resident-owned communities with all aspects of their financial and loan compliance responsibilities.
5. As needed, assists struggling cooperatives to assess their organizational health, identify problems, and develop goals and a plan of action.
6. On occasion, serves as a Project Manager for community projects, oversees the sub-contractor and consulting Request for Proposal (RFP), recruiting, and contracting process, and oversees work and performance of project sub-contractors and consultants.
7. Provides project progress reports, as required.
8. Other tasks and special projects, as assigned.

**Organizational Expectations:**

1. Responsible for conducting all activities within the prescribed policy and budgetary guidelines as set by the CDI Board and administered by the Executive Director.

2. Functions as a participant in CDI's Cooperative Development Team, sharing information effectively to assist others in doing CDI's work. Builds positive and strong relationships with other CDI staff.
3. Demonstrates personal responsibility in job performance.
4. Responsible for role modeling professional standard of behavior. Takes this role within the organization and is consistently respectful with staff and clients.
5. May be required to perform additional, related duties or functions of lesser or greater responsibility as negotiated to meet the ongoing needs of the organization.

**Required Skills and Abilities:**

These skills and abilities, if not already acquired, will need to be developed within the first 3-6 months of beginning employment.

- Ability to provide assistance, resources and advice, while developing community leadership; meeting people where they are while nurturing self-sufficiency.
- Strong interpersonal communication skills; compassion and assertiveness.
- Knowledge and comfort with democratically-run organizational structures, management, policies and best practices--knowledge of cooperative governance structures and working with boards of directors a bonus.
- Highly organized with the ability to pay close attention to detail.
- Experience with meeting facilitation.
- Experience with conflict mediation.
- Comfort with public speaking.
- Must have a valid driver's license.
- Proven ability to learn fast and on the job.
- Strong knowledge of fiscal management, strategic planning and general business practices.
- Working understanding of budgeting, real estate and financing.
- Strong knowledge of and commitment to cooperatives and cooperative development.
- Working remotely/independently.
- Computer literacy.
- Ability to work with diverse groups of residents as well as town and state officials, attorneys, engineers, and other professionals.
- Available evenings and occasional weekends.
- Experience with meeting process, property management, or contractor negotiations a bonus.

**Relevant/Preferred Experience:**

1. Cooperative business experience, including project management experience in for-profit, non-profit community or economic development organizations.
2. Experience with group facilitation, training and coaching a group through an autonomous decision-making process and coping with conflict situations.

**Characteristics:**

1. Clear and assertive communicator.
2. Able to perform under pressure during difficult interpersonal conflict.
3. Plans ahead, able to complete tasks and meet tight deadlines.
4. Able to understand and manage multiple complex tasks and prioritize.
5. Works collaboratively, self-motivated, flexible, enthusiastic.
6. Demonstrates a strong belief in the cooperative philosophy and affordable housing mission CDI represents.

**Instructions:**

Please phone 877-NE COOPS (877 632-6677) for application instructions. This position will remain open until filled.

**Inclusion:**

In accordance with Federal law, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. CDI is an equal opportunity employer and service provider.

In order to successfully pursue our mission of economic prosperity for all, we must work on untangling all forms of oppression including, in particular, racial inequity. CDI is actively working to unpack racism and bias within ourselves and the organization, to develop strategies for creating a more inclusive board and staff and to co-create strategies for equitably working with communities of color and other marginalized communities and to promote these practices within the co-op movement. We welcome applicants from underrepresented identities, and those who have a commitment and track record of bringing an inclusive and equitable approach to their work.