

Town of Crystal Bay

Contractor Job Description

Housing Project Coordinator

Reports To: Town Board

Job Overview:

The Housing Coordinator will move the Township forward on a goal of having sufficient quality affordable housing that builds community resilience, protects its ecosystems, is just and equitable, and meets the needs of a diverse community.

Responsibilities:

- Coordinate an assessment of current resources and challenges to sufficient affordable housing in the Crystal Bay Township area.
- Coordinate resources and connections to further support the Township in this endeavor.
- Develop an implementation plan and timeline for a community affordable housing development in the character of Finland.
- Develop recommendations for actions that the Crystal Bay Township can pursue for the betterment of the whole community.
- Work closely with the Town board and community partners towards a unified project.
- Engage the community in providing input and materially participating in this effort.
- Other duties as appropriate to enact the project goals.

Tasks:

1. July - December 2022 - Gather information about affordable housing models. Look at existing communities that have taken on the work of affordable housing. Identify possible locations, housing criteria and social design goals.
2. January - May 2022 - Work with affordable housing planners to design and establish an implementation plan
3. September 2022 - June 2023 – Identify, apply and secure additional funding for the project
4. November 2022 and April 2023 - Engage local community, two meetings with the community.

Requirements:

- Contractor must have access to working transportation, mileage will be reimbursed.
- Office Space is not provided and the Contractor is responsible for having a properly equipped place to work.

Contract Particulars:

- Project must be completed between July 1 2022, and June 30 2023.
- Contractor will be paid per hour worked at a rate of \$25/hr. Total estimated hours of the contract is 200 hours.
- Expenses will be reimbursed with prior approval by the Town Clerk
- Mileage is reimbursed at the current IRS rate.