



# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

## Employment Opportunity Announcement

### Housing Programs Manager and/or Housing Coordinator

#### Position Description

Apalachee Regional Planning Council (ARPC) is seeking to hire either a Housing Programs Manager or Housing Coordinator (depending on experience and qualifications) to join ARPC's Housing and Community Development Team. The primary responsibility of this position will be technical and administrative work implementing housing assistance programs, in counties served by the Council, including implementation of the State Housing Initiative Partnership (SHIP) Program and the Hurricane Housing Recovery Program (HHRP). Learn about current initiatives at <https://www.arpc.org/>.

#### Background

ARPC, a multi-purpose governmental agency of the State of Florida, provides technical assistance in the areas of economic development, environmental planning, emergency planning, transportation, housing, and resiliency to meet the needs of our member local governments within the nine-county Apalachee Region. The Region covers Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla counties and their municipalities.

**ARPC Mission:** The Apalachee Regional Planning Council serves its citizens & local governments by providing technical assistance & a forum for communication & collaboration to preserve & enhance the economic, natural & social environments of the Apalachee Region.

**ARPC Vision Statement:** Our vision is to shape a safe and empowering environment that respects each individual's lived experience. Our values:

- Advancing equity through meaningful collaboration
- Recognizing and embracing diversity
- Pursuing prosperity through stewardship
- Cultivating inclusion through respectful communication

#### Our Workplace

ARPC fosters a dynamic work environment characterized by professionalism and strong support. Our commitment to equity is reflected in the availability of flexible work schedules, including part-time telecommuting options. Full-time employees enjoy a comprehensive benefits package, which encompasses retirement benefits through the Florida Retirement System, healthcare and dental coverage, life insurance, and participation in a supplemental 401(k) plan.

## Terms of Service

Start Date:	Immediate
Subject Area(s):	Housing & Community Development, HHRP, SHIP, Federal and State Grand Management/Administration
Hours per Week:	Full-time (40 hours/week)
Starting Compensation:	Housing Coordinator: \$48,000+ D.O.Q. Housing Program Manager: \$60,000+ D.O.Q.

## Scope of Work

Under the direction of the Deputy Director, this employee will play a pivotal role in the following key responsibilities:

- Supporting Local Governments: Manage housing programs including SHIP and any other such relocation, replacement, housing purchase, demolition, foreclosure, and acquisition assistance.
- Planning and Coordination: Preparing, development or updating of planning documents and reports such as Board of County Commissioner's reports, Florida Housing Finance Corporation Annual Reports, and Local Housing Assistance Plans/Funding Agreements.
- Community & Contractor Engagement: Coordinate with contractors and program inspectors to facilitate walk throughs, develop scopes of work, and follow project from commencement to completion.
- Project Development: Actively seeking and cultivating new projects to enhance the ARPC Housing and Community Development Team.
- Building Partnerships: Consult with federal, state, regional, and local officials regarding housing needs as it relates to the Affordable Housing Advisory Committee, Board of County Commissioner's meetings, and other requirements outlined by a Local Housing Initiatives Partnership.
- Additional Duties: Fulfilling any other necessary responsibilities as required.

## Physical/Environmental Requirements

- Driving Capability: The role involves driving a vehicle continuously for two or more hours.
- Flexible Meeting Attendance: Occasionally, there may be meetings outside of normal working hours and beyond the local area.
- Driver's License Requirement: A valid driver's license is necessary, or the ability to obtain one at the time of employment.

## Education and Experience

- Bachelor's degree and/or master's degree in urban and regional planning or equivalent work experience: We recognize that diverse paths lead to expertise.
- Strong writing, communication, and organization skills: These competencies are essential, regardless of educational background.
- For the Housing Program Manager position: At least 3-5 years of professional work experience in urban and regional planning, community development, grant

administration. However, we value all forms of learning and growth, including internships, volunteer work, and personal projects.

#### Interested Candidates

ARPC is committed to fostering an inclusive and equitable work environment. As an Equal Opportunity Employer, the ARPC ensures that all individuals, regardless of their background, identity, or circumstances, have an equal opportunity to thrive. We adhere to the United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act.

Here's how we demonstrate this commitment:

1. **Reasonable Accommodations:** We recognize that everyone's needs are unique. If you're a qualified individual with a disability, we encourage you to discuss potential accommodation with us. Our goal is to create an accessible workplace where you can perform at your best.
2. **Inclusivity:** We value diversity and believe that different perspectives enrich our organization. Whether you're a prospective employee or part of our current team, your voice matters.
3. **Drug-Free & Tobacco-Free Workplace:** ARPC promotes a healthy and safe environment by maintaining a drug-free and tobacco-free workplace. We prioritize the well-being of our employees and their overall health.

**ARPC asks that candidates interested in this opportunity provide an application (which can be found on ARPC's website), writing sample, and a cover letter (you may also provide a résumé; however, it will not take the place of the application) to:**

**Monica Pitts**  
Finance and HR Director  
Apalachee Regional Planning Council  
[HR@arpc.org](mailto:HR@arpc.org)