



HUD Program Coordinator

Join Our Innovative Team as a HUD Program Coordinator

Are you a dynamic and proactive team player with a passion for making a meaningful impact in your community? Are you experienced in delivering grant-funded services and dedicated to helping community members access housing and public service programming? If you're ready to contribute to a highly innovative and results-oriented team known for solving complex problems while enjoying the process, we want you on board!

About Us: The City of Auburn is on the forefront of change, with a growing population of nearly 24,000. Our Business and Community Development team is at the heart of this evolution, creating more opportunities to positively impact the lives of our neighbors. As we receive funds from the U.S. Department of Housing & Urban Development, including the Community Development Block Grant Program (CDBG), HOME Investment Partnership Program (HOME) and Office of Lead Hazard Control and Healthy Homes program (OLHCHH), we're seeking a highly motivated individual to join us as a HUD Program Coordinator.

Your Role: As a HUD Program Coordinator, you'll play a pivotal role in helping residents access federal resources aimed at eliminating lead-paint hazards and providing crucial public services and housing rehabilitation programming. You'll be responsible for supporting residents by guiding them through opportunities, assisting with applications, and enhancing the effectiveness of federally assisted housing assistance and community/public service programs. Collaborating closely with the Community Development Manager, LEAD Program Coordinator, and Financial Grants Manager, you'll ensure program compliance and success.

Qualifications:

- Proven experience in customer service, public administration, and community engagement.
- A degree in public administration, public health, a business-related field, or a combination of education and work experience in community work or a related field is preferred.
- Understanding of federal and state grants is highly desirable.
- Must hold a Maine Driver's License with a good driving record.

Why Join Us:

- Contribute to the growth and well-being of a thriving community.
- Work with a highly innovative and results-driven team.
- Make a real impact on the lives of our neighbors through meaningful programs.

- Opportunities for professional development and growth.

How to Apply: If you're ready to take on this exciting opportunity and be part of our dedicated team, submit your application along with a resume and cover letter highlighting your relevant experience and why you're passionate about community development.

Salary is dependent upon qualifications and experience in a range of \$48,000 to \$60,000 with outstanding fringe benefits .

The City of Auburn offers outstanding benefits, including low premium, low out of pocket expense health insurance for the employee and family. Dental insurance, vision insurance, tax free flexible spending accounts and a robust Wellness program for you and your family, as well as free or reduced gym memberships. We offer support both in person and virtually with our Anthem EAP program. Life insurance is provided for the employee and is an option for family coverage as well. *Recognizing the work-life balance, the City offers 13 paid holidays, 12 days of vacation time, and 12 days of sick time annually. Parental leave is available during the birth of a child, if needed. Planning for the future is important for all our employees!* We offer a 401a plan or the Maine PERS pension plan, as well as other supplemental retirement plans. And the City of Auburn is a qualified employer for the Public Student Loan Forgiveness program.

Applicants should submit a cover letter and resume to Christine Mumau, Director of HR, City of Auburn, 60 Court Street Auburn, Maine 04210 or cmumau@auburnmaine.gov . For additional information about the municipality and a job description, please contact Christine Mumau at cmumau@auburnmaine.gov or 207-333-6600. The deadline for submission is 01/5/2024.

The City of Auburn is an Equal Opportunity Employer.