



COHHIO has an opening for a Training & Technical Assistance Coordinator for Housing Information.

Purpose: Assists in the development, coordination, implementation and evaluation of COHHIO's housing information services which includes training and technical assistance to community groups and tenants on a variety of housing-related topics, responding to public and state partner inquiries on Ohio tenant landlord law via email and phone, and updating relevant information on the COHHIO website.

Qualifications:

- Commitment to improving the housing situation of low-income and people experiencing homelessness in Ohio.
- Bachelor degree from an accredited university preferred in Social Work, Counseling, Public administration, Planning, Human Services, or related field.
- A minimum of 5 year's experience in activities related to homelessness and housing issues, such as development and/or organizing and advocacy; ability to work effectively with community-based organizations and diverse constituencies; good organizing, policy analysis and communications skills, including computer literacy.
- Knowledge and experience with Ohio Tenant Landlord Law, Affirmatively Furthering Fair Housing (AFFH), assisting with tenant requests for reasonable accommodations or modifications, knowledge of Housing and Urban Development (HUD) regulations and guidelines in the eligibility, management and accountability of HUD and/or Ohio's Office of Community Development (OCD) funded projects.
- Requires program administrative experience, leadership ability, and organizational skills.
- Must be able to work independently, as a team leader, and as part of a team.
- Willing to travel extensively within the state.
- Hybrid work model is an option.

Primary Responsibilities:

1. Plan, develop, implement and evaluate technical assistance and training (via webinars and face-to-face) to primarily nonprofit service organizations that own/manage housing and community members on:
 - Ohio landlord-tenant rights, fair housing issues and related topics. This includes:
 - Tenant and Landlord rights under Ohio law
 - Tenant selection plans for subsidized housing
 - Affirmatively Furthering Fair Housing (AFFH)
 - Reasonable Accommodations or Reasonable Modifications
 - Violence Against Women Act (VAWA) and subsequent landlord/tenant implications
 - Tenant organizing
 - Other topics as requested relevant to tenants in Ohio
 - Responding to and working with requests from stakeholders and other interested entities
 - Planning for trainings over a 12-month period in conjunction with other TA calendar events in the agency.
2. Participate in groups and projects related to rental housing and tenant rights as necessary
3. Responsible for grant reporting for program area



4. Maintain accurate and useful information on the COHHIO website including:
 - Self-help legal information
 - Fair Housing information
 - Ohio Landlord Tenant Law
 - Other program area information as needed
5. Develop training curricula, toolkits, resources, and other capacity building materials including:
 - Tenant rights brochure in a variety of languages
 - Links to regional resources
 - Basic information on legal resources available to low-income individuals in the state
 - VAWA
 - HUD related housing programs
6. Provide information on available housing-related resources in the community to individuals in-need that seek this information from COHHIO
 - Maintain accurate and timely records of interaction related to this activity
 - Provide quarterly analysis of utilization, trends, gaps and opportunities with and for the email, phone and outreach methods.
7. Provide funders, state departments, and other agencies/entities with support, information dissemination, technical assistance and referrals as warranted
8. Attends and participates in staff meetings, trainings and other meetings as necessary to maintain knowledge base related to housing and homelessness issues
9. Utilizes COHHIO technology to distribute information regarding training and technical assistance opportunities
10. Collaborates with other COHHIO staff, funders and other local, state, and federal agencies on joint projects/missions as needed
11. Establishes priorities, works independently, organizes project plans, and proceeds with objectives
12. Other duties as assigned

Range of Compensation -- \$60K-\$70K with generous benefits package.

COHHIO is committed to cultivating and preserving a culture of equity and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring. COHHIO especially welcomes applications from individuals with lived experience related to our mission.

Applying for this position

1. Sent via email to douglas.argue@cohhio.org
2. Subject line should read: Housing Information Coordinator
3. Attach both resume and cover letter in PDF format
4. Applications received not following above instructions will not be considered

COHHIO will acknowledge receipt of your submission and accept applications until the position is filled.