



METROPOLITAN TRANSPORTATION COMMISSION
invites applications for the position of:

Anti-Displacement Program Coordinator

An Equal Opportunity Employer

SALARY: \$63.10 - \$80.03 Hourly
\$10,937.54 - \$13,871.43 Monthly
\$131,250.50 - \$166,457.20 Annually

OPENING DATE: 04/04/22

CLOSING DATE: 05/08/22 11:59 PM

DESCRIPTION:

DEADLINE TO APPLY IS MAY 8, 2022 AT 11:59 PM
IF YOU ARE INTERESTED, PLEASE APPLY IMMEDIATELY
First round interviews tentatively scheduled for Wednesday, May 18, 2022
A resume and cover letter are not required with your application, but highly encouraged

THIS IS A TIME-LIMITED POSITION TO END ON JUNE 30, 2026

Be ready to rethink your assumptions about the public sector. Flexible hours? Flexible work location? A beautiful, well-located, high amenity building for on-site work? Yes, yes, and yes!

The Metropolitan Transportation Commission (MTC) is the transportation planning, financing and coordinating agency for the nine-county San Francisco Bay Area. For more information about MTC, visit www.mtc.ca.gov.

The Anti-Displacement Program Coordinator will support the Bay Area Housing Finance Authority (BAHFA), a new Section of MTC focused on the advancement of the “3 Ps”: tenant protections, affordable housing preservation, and new housing production. Specifically, the Anti-Displacement Program Coordinator will lead the Section’s efforts to coordinate stakeholders throughout the Bay Area with the goal of more effectively protecting tenants at risk of eviction and economic displacement. The Program Coordinator’s work will extend to the creation of resources, programs, and networks that particularly focus on anti-displacement actions as a homelessness prevention strategy. Prior experience implementing strong anti-displacement programs and/or homelessness prevention programs is a job requirement. Also required are a deep understanding of the equity issues that surround housing displacement in the Bay Area and a passion for addressing the region’s affordable housing needs.

Under general supervision by the BAHFA Director, the Anti-Displacement Program Coordinator will build strong relationships with community-based housing development organizations, service providers, local and state jurisdictions that deliver housing and services funding, philanthropic entities, tenant advocates, property owners, public housing authorities, and resident groups. Working in the context of such partnerships, the Program Coordinator will design and implement tenant protection/homelessness prevention programs that highlight equity, impact, and efficiency.

The successful candidate will demonstrate knowledge of available anti-displacement and homelessness prevention resources and where the gaps are, bring creativity as well as compassion to the work with the overarching goal of systems change regionally, have excellent communication skills and the ability to engage with a diverse set of stakeholders across the Bay Area who often have different priorities.

All employees at MTC are classified as Disaster Services Workers.**SKILLS AND ABILITIES:**

The ideal candidate will have the following knowledge, skills and abilities:

Knowledge of:

- Existing state and local tenant protection resources, including the schedule of their availability and regulatory mechanics
- Existing state and local supportive services resources, including the schedule of their availability and regulatory mechanics
- Housing assistance provided by local housing authorities and HUD, including but not limited to Housing Choice Vouchers, Continuum of Care funding, CDBG, and VASH
- The mechanics of Coordinated Entry programs across Bay Area counties
- Eviction legal defense resources
- Rent control/regulation mechanics in applicable cities and counties
- The mechanics of affordable housing financing sources for new construction, especially regarding opportunities to serve extremely low-income and unhoused individuals and families
- Cross-subsidy opportunities in developments that preserve existing, naturally-occurring affordable housing or convert market-rate housing to permanently affordable housing
- Proper English, spelling and grammar

Skills and Abilities

- Operate an office computer, mobile devices, standard office equipment and a variety of word processing, presentation, database and other software applications
- Analyze complex systems with interlocking financial, political, social and economic considerations
- Bring together stakeholders in a positive and productive way that creates buy-in for broader systems change
- Produce high-quality narrative and graphic presentations of BAHFA's preservation work, typically in Microsoft PowerPoint and/or Word
- Work independently
- Keep accurate records
- Make sound decisions within established guidelines
- Learn, implement, explain and apply applicable laws, codes and regulations
- Use initiative and sound judgment within established procedural guidelines
- Communicate clearly and concisely, both orally and in writing

MINIMUM QUALIFICATIONS:

An appropriate combination of education and experience that has provided the required knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications is:

Education: A Master's degree from an accredited college or university in an appropriate field related to the area of assignment such as transportation planning, project management, public finance, transportation engineering, economics, business or public administration. *(Applicants with a degree issued from an institution outside the United States must have their transcripts evaluated by an academic accrediting service and provide proof of equivalency along with their application.)*

Experience: Three years of increasingly responsible experience in an appropriate field related to the area of assignment. Prior experience implementing strong anti-displacement programs and/or homelessness prevention programs is required.

A Bachelor's degree in an appropriate discipline and four years of relevant experience is an

alternative qualification.

License/Certificate: Possession of a valid California Class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Specific duties and responsibilities include, but are not limited to, the following:

- Create and implement programs that protect vulnerable residents from displacement and prevent homelessness
- Provide high-quality technical assistance to residents, community groups, and local housing staff, among other stakeholders
- Build strong relationships across jurisdictions and between entities with focused housing goals, such as groups working exclusively on homelessness and tenant advocates working exclusively on anti-displacement efforts
- Provide prompt and professional service to all stakeholders that results in their engagement and satisfaction with new BAHFA programs and builds the effective and lasting partnerships necessary to advancing regional housing goals
- Perform contract management functions that include administering and monitoring funding agreements and task orders, ensuring compliance with scope of work, budget, and schedule, and reviewing invoices to ensure accuracy and conformance to funding agreements and task orders
- Communicate clearly and concisely, both orally and in writing, distilling detailed program or policy concepts into compelling, relevant, and understandable memos and presentations
- Represent MTC/ABAG in a variety of meetings and/or events
- Perform other job-related duties as needed or assigned by the Section

THIS POSITION IS TIME-LIMITED THROUGH JUNE 30, 2026.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mtc.ca.gov>

Job #615
 ANTI-DISPLACEMENT PROGRAM COORDINATOR
 JK

OUR OFFICE IS LOCATED AT:
 375 Beale Street, Suite 800
 San Francisco, CA 94105
 415-778-6700

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Anti-Displacement Program Coordinator Supplemental Questionnaire

- * 1. What current programs, efforts, resources, or activities are you most hopeful and/or excited about with respect to anti-displacement efforts in the Bay Area?
- * 2. Please list at least four pragmatic, grounded first steps you would take in this role to advance BAHFA's anti-displacement mission. Provide details and how you would address obstacles that may attach to each step.
- * 3. Please describe your overall vision for how BAHFA can play a meaningful role to change systems so that low-income and vulnerable residents are better protected in the Bay Area.

* 4. I understand that this is a time-limited position that will end on June 30, 2026, and I am still interested in being considered.

Yes No

* Required Question