REQUEST FOR LETTERS OF QUALIFICATION
Community Development Assistant

The Town of Warren Office of Planning and Community Development seeks letters of qualification for the position of **Community Development Assistant**. This position is grant-funded for one year by the Department of Housing and Urban Development Community Development Block Grant (CDBG) Program. These funds primarily support low and moderate income residents in Warren with activities such as the following:

- the repair of eligible homes with no-interest loans;
- neighborhood revitalization activities, such as sidewalk and curb improvements;
- economic development activities; and
- financial support to local service agencies that help residents with particular needs.

This position will *not* be considered a Town employee with benefits. Work schedules are negotiable, but applicants should expect at least 10 hours per week in Town Hall.

BASIC QUALIFICATIONS:

- High ethical standards and strong organizational skills.
- Experience in housing, social services or other community involvement is desired.
- Knowledge of Microsoft Office suite is essential, particularly MS Excel, and the ability to create reports, write professional letters and prepare tracking sheets.
- Experience handling standard business communications.
- Experience working with people of various incomes, ages and backgrounds is desired.
- High School Diploma or GED is required; a Bachelor's Degree from an accredited University is desired.

ESSENTIAL FUNCTIONS:

1. Understanding and applying federal requirements for Community Development Block Grant funding to all program activities;
2. Answering inquiries about Community Development programs, mailing brochures and recording contacts;
3. Assisting Home Repair program applicants in filling out application forms, preparing precise bid specifications, and finding contractors or obtaining bids;
4. Looking up contractor qualifications and insurance status and coordination repair activities with the Building Inspector's Office;
5. Maintaining all necessary files, assisting in the preparation of semi-annual reports and closeouts;
6. Working with the Director in coordinating the annual CDBG grant application (including working with committee members in the application preparation);
7. Research housing and community development data to inform housing, economic and community development policies;
8. Other Community Development activities as assigned.

A cover letter, resume and three references should be sent to Caroline Wells, Director of Planning and Community Development, Warren Town Hall, Office of Planning and Community Development no later than **12 NOON on Friday, April 8, 2011**.