

Affordable Housing and/or Homelessness Consultants (full-time positions throughout U.S.)

TDA, Inc. (www.tda-inc.org) - a national government contractor that provides community development training and technical assistance to federal, state and local governments nationwide - is seeking junior and senior-level affordable housing and/or homelessness consultants.

These positions will support TDA, Inc. in the following ways:

- Design and deliver workshops, clinics, conferences, facilitations, and other training courses related to affordable housing and homelessness, cross-cutting federal requirements, and program operations
- Undertake assessments, surveys, and discussions to identify barriers to program performance and provide recommendations for improvement, training, and/or technical assistance to address deficiencies
- Prepare written documents in response to training and technical assistance assignments including slide presentations, lectures, exercises, case studies, checklists, flowcharts, reports, guidebooks, policies, procedures, plans, and other materials
- Oversee all aspects of projects including setting deadlines, assigning responsibilities, monitoring and summarizing progress, and preparing reports regarding project status
- Maintain positive working relationships with clients, oversee project budgets and ensure assigned projects are delivered in a timely and quality manner

The ideal candidate will have:

- Significant knowledge of HUD affordable housing and/or homelessness programs
- At least five years of experience in the field of training and technical assistance, affordable housing, homelessness, and/or local program administration
- Certification from the U.S. Department of Housing and Urban Development as a HOME Program Specialist (Regulations)
- An attention to detail and the ability to manage multiple priorities simultaneously
- A positive attitude and the ability to work effectively on a team
- Excellent communication skills, both written and oral
- The ability to travel extensively
- A bachelors, preferably masters, degree from an accredited university in planning, business, public administration, or other related field

TDA, Inc. offers a competitive salary and benefits package

TDA is an Equal Opportunity Employer

Interested candidates should email a cover letter and resume to HR@tda-inc.org

