IMMEDIATE JOB OPENING: COMMUNITY DEVELOPMENT SPECIALIST

COMPANY: MULLIN & LONERGAN ASSOCIATES, INC.
AVAILABLE: IMMEDIATELY

We are a small housing and community development consulting firm that is searching for an energetic and highly organized professional with an engaging and dynamic personality to service our housing and community development clients across the U.S. The work primarily involves providing service to our firm’s CDBG grantees and HOME Participating Jurisdictions.

QUALIFICATIONS:
• 1-2 years of experience with the CDBG and HOME Programs preferred but not required
• Program administration, including budget experience
• Ability to travel to client communities on a regular basis
• Bachelor’s degree
• Strong, effective communication skills, both verbal and written
• Proficiency in Word and Excel
• Strong organizational skills; ability to carry out an assignment within the context of benchmarks and deliverables
• Ability to work independently and on team projects
• Self-motivation with the ability to identify client needs and offer solutions
• Time management skills for organizing multiple deadlines and multiple clients
• Ability to conduct oneself professionally and to collaborate with clients on program planning, management, budgeting, etc.
• Meeting facilitation and presentation skills
• Ability to relate positively to local government employees and elected officials

PRIMARY JOB RESPONSIBILITIES
• Work with our firm’s clients (states, counties, and other units of local government) to fulfill programmatic requirements for the CDBG and HOME programs
• Provide technical assistance on eligible program activities and budgets
• Assist clients with planning for their annual program year activities and requirements
• Travel to meet with clients for required meetings, public hearings, staff training, etc. Some travel will be several days in duration.

This is a full-time position with a competitive salary and a full benefits package, including 401-K profit sharing, health insurance, disability insurance, and paid vacation and sick time. Actual compensation package will be commensurate with the candidate’s experience and abilities.

E-mail submission of a letter of interest and your resume to billw@mandl.net

If mailing, send to: Mullin & Lonergan Associates
Human Resources
800 Vinial Street, Suite B-414
Pittsburgh, PA 15212

No phone calls.

M&L is an Equal Employment Opportunity company and does not discriminate against any person in employment regard to race, color, sex, age, ancestry, national origin, religious creed, marital status, having a GED rather than a high school diploma, handicap or disability, the use of a guide or support animal for disability, relationship to a person with a disability, sexual orientation, gender identity, veteran status or housing status.