Triple C Housing/ LISC Americorp  
Assistant Development Specialist  
Triple C Housing, Inc and Local Initiatives Support Corporation (LISC) are seeking a full-time AmeriCorps member to serve as an Assistant Development Specialist. We are recruiting a full-time AmeriCorps member to be a part of our team for 10 months.  The position will remain open until filled. The exact start and end date of the contract position is confirmed by the Member Agreement of Participation that will require signature prior to the start of service. This is an AmeriCorps position and the individual selected to serve is not considered to be an employee of Triple C Housing, Inc or LISC.  Triple C Housing is dedicated to building a talented, innovative and creative Team and is committed to welcoming and employing a culturally diverse workforce that is inclusive and progressive in elevating Triple C's mission.  
The Assistant Development Specialist assists in planning and organizing the operations and activities of the organization’s housing and real estate development programs; ensures compliance with federal, state, and local laws and regulations and policies and procedures; act as a backup liaison with federal, state, and community agencies regarding real estate acquisition, development, construction, and operations; coordinates with agency staff and a broad range of business, community and financial organizations, governmental agencies, funding sources and other entities; and performs related duties as assigned.  
• Bachelor’s degree required with major course work in business, finance, real estate development, or related field.  
• Interest and/or experience in affordable/low-income housing and/or real estate experience including experience with affordable housing finance, grant programs including, but not limited to: Low Income Housing Tax Credits (LIHTC), HOME Program funds, Redevelopment, Community Development Block Grant (CDBG), MHP, HUD, AHP and other public and private programs.  
• Interest and/or experience dealing with sensitive populations (veterans, special needs, etc.).  
• Ability to operate a motor vehicle as it will travel throughout Middlesex, Monmouth, and Ocean Counties to look at potential projects.

**COVID-19 Vaccine requirement: Per Executive Order No. 283 signed by Governor Murphy new hires in eligible settings are required to be fully vaccinated against COVID-19. This includes being up to date with booster, if eligible. This role falls under this executive order and new hires must meet this requirement.**

Type: Full-time.

$20,000/yr