



Oakland Community Land Trust
Job Description
Stewardship Coordinator

The Oakland Community Land Trust (OakCLT) is a 501(c)(3) nonprofit organization dedicated to building resident power through the shared ownership and governance of land while expanding permanently affordable housing and economic development opportunities for low-income Oakland residents. OakCLT's current work includes preventing displacement through a continuum of resident-controlled housing preservation options (including single-family lease-to-own and multi-family housing cooperative programs), the acquisition and stewardship of land for urban agriculture and other community-serving uses, and supporting the leadership of existing OakCLT residents. In addition, OakCLT is currently in the process of growing a revolving housing acquisition fund, the Oakland Neighbors Fund, with support from donors and community partners, and is working closely with a cohort of grassroots CLTs throughout California to develop an emergent policy and funding ecosystem in support of community-led development on community-owned land.

Position Description

OakCLT is looking to hire a dedicated Stewardship Coordinator to support new and existing OakCLT residents become homeowners in the land trust. In much of OakCLT's anti-displacement housing preservation work, new acquisitions are often occupied by individuals and families (as opposed to being vacant). A common goal of OakCLT and tenants in these situations is to initially stabilize their tenancies, but ultimately transition to resident ownership of housing on OakCLT land. OakCLT's Stewardship Coordinator will facilitate this important transition process for residents in single-family homes, condominiums, mixed-use properties, and multi-unit cooperatives, as well as support new OakCLT homebuyers when homes are available for purchase. The Stewardship Coordinator will work with residents to build their capacities and skills for sustainable shared ownership, serve as the primary point of contact for residents transitioning to ownership, and will be responsible for ensuring that households and cooperatives meet ownership transition milestones and goals.

Duties of the Stewardship Coordinator will include:

- Develop, coordinate, and deliver trainings related to ownership readiness with lease-to-own single-family homebuyers, residents converting to condominium ownership, and limited-equity housing cooperatives; coordinate with translators and interpreters as necessary
- Assess resident capacity building needs and develop targeted trainings as necessary
- Assist with legal and administrative requirements related to the formation of limited-equity housing cooperatives, permanently affordable condominium conversions, and other shared-ownership configurations on OakCLT land

- Serve as primary contact for all OakCLT residents on issues related to ownership conversions, ownership sustainability, and resident self-management
- As required, meet with households and individuals on a one-on-one basis to develop personalized plans for ownership, credit counseling, and other areas of support or mutual aid
- Support OakCLT housing cooperatives and condominium projects with financial management, property management, and compliance/monitoring requirements
- Identify external partnerships, trainings, and opportunities to support OakCLT resident leadership development and skill building
- In coordination with other staff, create timelines and identify milestones for ownership conversion based on OakCLT's general model but specific to each individual, household, or group of households
- Maintain OakCLT's property and household records in HomeKeeper (Salesforce-based CRM)

Other related areas of work for the Stewardship Coordinator by property/tenure type will include:

OakCLT Single-Family Homeownership, Lease-to-Own, & Limited-Equity Condominium Ownership:

- Schedule and deliver OakCLT orientation workshops in person and/or via Zoom, as appropriate
- Work with OakCLT staff and lease-to-own households to develop tailored plans for conversion to homeownership based on their economic and credit situation, including evaluating household financials and credit reports
- Coordinate with OakCLT staff and lease-to-own households to evaluate and complete home rehabilitation needs, as well as any other factors, that need to be addressed in advance of transitioning to resident ownership
- Serve as primary liaison for single-family homebuyers for pre-purchase homeownership education, credit counseling, and mortgage lender and counseling referrals, and home sales/re-sales
- Coordinate with OakCLT-approved lenders, local government agencies, and other possible financial partners to facilitate ownership for new and lease-to-own households
- Work with OakCLT staff, attorneys, and residents through the legal process of condominium conversion for permanently affordable ownership; assist in formation of homeowner associations and other necessary agreements related to common space, etc.
- Opportunity to become a HUD-certified homeownership counselor or certified financial wellness coach, to support both OakCLT households and other Oakland residents around financial stability and economic opportunity

Limited-Equity Housing Cooperatives:

- Meet with prospective groups of residents and deliver trainings on cooperative ownership
- Work with OakCLT staff, attorneys, and residents in the process of housing cooperative incorporation, development, and finance
- Identify group needs and strengths, work with other OakCLT staff to pull in resources where they are needed to support residents. (i.e., language accessibility, facilitation, conflict resolution, common experiences, etc.)
- Assist in the formation of resident committees; support residents and committees as necessary

Minimum Qualifications:

- Bachelor's degree in related field **OR** equivalent training plus two (2) years of experience in the areas of community organizing, resident services, group/cooperative processes, meeting facilitation and workshop coordination, financial counseling, homebuyer education, or other relevant experience
- Ability to work in a community-based effort that involves people of diverse socio-economic and cultural backgrounds, and the ability to build strong working relationships with individuals and groups of people
- Excellent written and oral communication skills
- Proficient user of Microsoft Office and Google Apps
- Strong basic math and spreadsheet skills for budgeting and expense tracking
- Commitment to OakCLT's mission and values

Preferred Qualifications:

- Experience with, or demonstrated understanding of, the community land trust model
- Bilingual Spanish/English
- Current OakCLT residents are encouraged to apply

Position Details

Hours: Full-Time (37.5 hours/week)

Salary: \$75,000 annually

Benefits: Medical, Dental, Vision coverage

How to Apply:

Please submit a current resume/curriculum vitae along with a cover letter describing your relevant qualifications and what interests you about working at the Oakland Community Land Trust by **11/30/2020**.

Email your documents to information@oakclt.org with "Stewardship Coordinator" in the subject line.