



644 Don Gaspar Santa Fe, New Mexico 87505 | 505.395.2668 | www.ncnmedd.com

Job Posting

JOB TITLE Housing Coordinator—Restoring our Communities (ROC) Program

SALARY \$55,000-\$65,000 annually

JOB DESCRIPTION

This position will develop and oversee a pilot program which will acquire, rehabilitate and resell homes throughout Colfax County. It is expected that the program will be expanded to serve the north central New Mexico region. The position will work within the parameters of the NM Mortgage Finance Authority’s [Restoring our Communities \(ROC\)](#) program, which aims to meet the need for affordable and workforce housing while assisting communities in reducing vacant and abandoned properties that reduce values within the community. In Colfax County, the program will focus on reselling homes to critical workforce, such as teachers, health professionals, public safety workers and public employees.

DUTIES & RESPONSIBILITIES

Duty	Percent of total
Housing acquisition, marketing and resale	40%
Oversight of housing rehabilitation	20%
Coordination with homeowners, government officials, mortgage companies, MFA, and others required for program success	25%
Program administration, including reporting and program design	15%

This is a temporary, three-quarter to full-time position through June 30, 2025. This position will be based in Colfax County, with regular in -person check ins with the Santa Fe office. The position will require travel within Colfax County and some travel within New Mexico.

The position requires a highly motivated and responsible individual dealing with non-routine as well as repetitive assignments. Excellent thinking, problem-solving skills and interpersonal skills are required.

EXAMPLES OF WORK PERFORMED

1. Housing Acquisition

- Identify vacant, abandoned or blighted properties in Colfax County that are potential candidates for the ROC program using real estate listings, research, referrals, coordination with Colfax County and its Assessor’s office and other means.
- Follow up on referrals of vacant, abandoned or blighted properties, or property owners desiring to sell their homes.
- Contact and work with property owners to sell approved homes into the ROC program.
- Obtain MFA approval for ROC home purchases.
- Make offers on approved homes.
- Once under contract, obtain inspections, surveys, appraisals, and other documentation (environmental review, etc.) for approved homes.

- Close on and work with MFA and NCNMEDD to fund purchase of approved properties in accordance with ROC program guidelines.

2. Housing Rehabilitation

- Develop and/or obtain estimates on rehabilitation activities required to update homes, bring homes up to code, and make homes attractive for resale.
- Supervise the work of NCNMEDD rehabilitation contractors in accordance with state regulations and ROC program guidelines.
- Ensure that inspections and certificates of occupancy are obtained.

3. Housing Resale

- Market the ROC program to potential property owners and homebuyers.
- Follow up on referrals of potential homebuyers.
- Assist and refer potential homebuyers to homebuyer counseling, credit counseling, and banks or mortgage companies, including MFA lenders for MFA mortgage products.
- Sell homes to qualified homeowners.

4. Program Administration

- Complete all required MFA ROC training, including on the feasibility tool, as soon as possible upon hire or contract.
- Seek additional training necessary for the successful implementation of the program.
- Complete all required reporting to NCNMEDD and MFA.
- Provide a quarterly progress and expense report in a format determined by NCNMEDD.
- Maintain documentation of expenses (receipts, invoices, etc.) as required by NCNMEDD.
- Make regular in-person presentations to the Colfax County Commission on ROC program progress.
- Spend at least 50% of work time in Colfax County.
- Develop internal policies and procedures for a regional NCNMEDD ROC program.

5. Miscellaneous

- Keep management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Research and prepare reports and presentations for management.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies.
- Contribute to team effort by accomplishing related results as needed.
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD.

QUALIFICATIONS AND SKILLS REQUIRED

- Five years of experience with real estate and/or housing rehabilitation. Candidate should be well versed in the home purchase and selling process, and with homebuyer lending.
- Familiarity with Colfax County and its housing/real estate market is strongly encouraged.
- Knowledge of building codes and permit processes
- Knowledge of federal, state, and local regulations and policies, or able to obtain such knowledge through training
- Basic office and computer skills, particularly MS Office suite programs
- Ability to accurately interpret, analyze, summarize and compile data
- Ability to make good, sound-judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands

- Ability to establish priorities
- Knowledge of problem-solving techniques
- Ability to interpret and apply policies and procedures
- Ability to complete tasks within deadlines
- Maintain effective working relationships with NCNMEDD staff, contractors, member governments and Board members
- Excellent verbal and written communication skills
- Ability to communicate well with the general public
- Demonstrate behavior that maintains the organization credibility, integrity, and positive image in the community

SUPERVISORY RESPONSIBILITIES

This position does not require any supervisory responsibilities.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

Training will be required on the following:

- MFA's Restoring our Communities (ROC) program

Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

DECISION-MAKING

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

This position reports to the Executive Director and interacts with NCNMEDD employees and contractors, New Mexico State agency staff, federal agency staff, tribal, state and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

NCNMEDD has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of public health, safety, and welfare. As an employee and representative of NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

- Salary will vary based on education and experience.
- Position will remain open until filled.
- NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement.
- Quality benefits package includes medical, dental, retirement and paid time off.
- Candidate must successfully complete all pre-employment screening and requirements prior to commencing employment.
- Applicants must complete NCNMEDD Employment Application at www.ncnmedd.com.
- Email Monica Abeita, Executive Director at monicaa@ncnmedd.com with any questions.
- This position is also posted as a contract opportunity which requires a response to a Request for Proposals (RFP). Please [click here](#) for more information.