



**NORTHERN CALIFORNIA LAND TRUST**  
**Job Announcement**

TEMPORARY POSITION

**ERAP (EMERGENCY RENT ASSISTANCE PROGRAM)**  
**PROJECT MANAGER**

**SALARY:** \$40/hr exempt position / \$83,200 FT plus benefits

**HOURS:** 40 hours/week for minimum of 4 months – with the possibility of permanent employment depending on State ERAP program funding renewal and candidate interest.

**TO APPLY:** Please submit a resume and letter of interest to [jobs@nclt.org](mailto:jobs@nclt.org) or via LinkedIn. Details at <https://nclt.org/jobs/>

**Start Date: Immediately / Open until Filled**

**About NCLT:** Founded in 1973 and headquartered in Berkeley, the Northern California Land Trust is a Community Land Trust (CLT) that develops affordable housing and community facilities in the Community Land Trust model. We are a small, but complex organization that provides property management, real estate sales and development, and direct housing counseling services to our residents and community partners. <https://nclt.org>

**About ERAP:** Under Senate Bill 91 (SB-91), the State of California will provide up to \$2.6 billion in emergency rental assistance to California households and landlords impacted by the COVID-19 pandemic. Eligible households and landlords may receive assistance with arrears and/or prospective rent and utility bills. NCLT is leading a group of community partners to assist tenants and landlords access these emergency funds. See <https://housingiskey.com> for more about the state program.

**DESCRIPTION and SCOPE OF WORK:**

The Temporary Emergency Rental Assistance Program (ERAP) Project Manager will play a lead role coordinating the delivery of services for ERAP rent and utility assistance funds as part of NCLT's contract with the State of CA's *Housing is Key* Program delivering \$1.5 Billion in emergency rental assistance to California's most affected communities.

**Key administrative tasks include:**

- Coordinates the schedules of ERAP rent assistance counselors, NCLT staff and ERAP co-grantees to ensure weekly schedule of ERAP appointments is covered. Provide day to day supervision of up to 5 part time ERAP counselors including time sheet approvals.
- Maintains system for scheduling appointments, as well as for email and phone inquiries into the ERAP program; ensure timely response to all.
- Clearly communicates to ERAP rent assistance counselors, NCLT staff and ERAP co-grantees the various ERAP program requirements (state and local) as changes may occur.
- Attends weekly State and local coordination meetings.

- Drafts weekly grant reports and with the assistance of the Accounting Manager coordinates billing to the state and local funders for ERAP activities.
- Other ERAP program administrative tasks as may be required.

**Key Direct service tasks include:**

- Provides technical assistance support to ERAP rent assistance counselors, NCLT staff and co-grantees with questions or issues that arise in the provision of ERAP services
- Provide information and assistance about ERAP programs to NCLT's community partners and allied agencies via webinars and trainings for both State and Local ERAP programs.
- Provide 10 – 15 hours week of direct counseling hours assist tenants and landlords access the on-line ERAP rent and utility assistance portal, including completion of all relevant fields and uploading required documents.
- Other direct service tasks as may be needed for program support

**DESIRED EXPERIENCE:**

The ideal candidate will have

- 3 to 5 years experience with front line staff supervision and project management, preferably with a housing or social services provider.
- Experience acquiring, executing, administering and/ or reporting on federal grants for human services.
- Experience providing 1-1 counseling, advocacy or support services to community members in a housing advocacy, financial literacy, legal services or social services context.

The ideal candidate will also have:

- Experience working in a nonprofit, with project coordination experience highly desired.
- Strong verbal communication skills and evidence of clear writing ability.
- Be exceptionally organized, and able to manage multiple aspects of the project simultaneously.
- Strong customer service skills and public speaking skills, with the ability to work across cultures, personalities, and aptitudes.
- Ability to work both in person and remotely using provided I-Pad and laptop to deliver services.
- The ability to work independently.
- Attitude of resourcefulness and taking initiative for problem solving.
- The ability to work together with NCLT staff and other ERAP partner organizations.
- Vehicle not required but a current CA driver's license and clean DMV report is highly desired.
- Fluency in Spanish and English strongly preferred, but not required

The position reports to the NCLT's Executive Director and will also collaborate with ERAP partners at other nonprofit and ally organizations providing similar services.

**Equal Opportunity Employer:** As an organization committed to community led solutions to housing justice and racial equality NCLT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics,

protected veteran status, sexual orientation, gender identity or expression, along with any and all of other characteristics that make us all unique. We help put this commitment to diversity, equity and inclusion in practice through professional training, flexible work hours, benefits and support for a healthy work-life-family balance.