

## Affordable Housing - Compliance Coordinator

*Work, Grow, and Make a Difference*

### AFFORDABLE HOUSING CONNECTIONS

AHC is a unique non-profit organization that provides affordable housing compliance monitoring and training for government agencies, property owners, developers and managers in the Twin Cities Metro area, Rochester and St. Louis County. As Minnesota's premier compliance agency for nearly 30 years, our mission is to help ensure the continuing availability of affordable housing by providing great service, value and integrity to program stakeholders.

### THE POSITION

We're looking for a FT Compliance Coordinator who is eager to work in a dynamic, growing organization and to help affordable housing owners and managers by monitoring compliance and providing training for government funded programs. The incumbent will be AHC's lead compliance monitoring staff for the FDIC Affordable Housing Program and NSP programs and will be a team member assigned to work with HOME-assisted Sec. 42 projects. We're looking for someone with 3 - 5 years of progressive experience with Sec. 8, Sec. 42 and/or HOME programs, preferably in a direct compliance role. An applicant must be detail-oriented, a fast learner, and flexible. The Best Qualified candidate will have a bachelor's degree, have documented recent third-party training in Sec. 8, Sec. 42 and/or HOME program requirements, be able to work within the legal constraints of the MN Data Practices Act. An applicant must be able to lift at least 20 pounds (equipment, files, etc.), have a current driver's license, and have access to an insured vehicle. Expert knowledge of HUD Handbook 4350.3, Chapter 5 as applied to household eligibility and the ability to work independently while interacting and coordinating well with colleagues and clients also are essential to success in this position. This is a mid-level position with significant opportunity for professional growth and development.

### WHY APPLY? AHC offers:

- Competitive pay and benefits
- Opportunities for professional growth
- Flexible hours (some remote work possible)
- The chance to make a difference in the affordable housing community/field

### LOCATION

AHC is in Saint Paul's historic and vibrant Cathedral Hill neighborhood, near I-94 and Dale with easy access to highways and both downtowns. AHC's offices and training center are in the historic Blair Arcade, which offers free parking and has a restaurant and café, spas, salons and other services within the building.

**To apply – please send cover letter, resume, and Job Application to [jessica@ahcinc.net](mailto:jessica@ahcinc.net).**

**Job application can be found on our Website [www.ahcinc.net](http://www.ahcinc.net).**