



Position Announcement - Assistant Director of Resident Support

Position: Assistant Director of Resident Support

Status: Full-time (35 hours/week)

About Pee Wee Homes:

Launched in 2017, Pee Wee Homes is an innovative non-profit organization based in Chapel Hill, NC with a mission to create dignified, affordable, tiny homes in a caring community for, and with, people transitioning out of homelessness. We build, manage, and support affordable, accessible, small homes -- homes that individuals with fixed income or earning minimum wage can afford; homes that allow older individuals to age in community; and, importantly, homes that support independence in the context of community. We have completed three development projects over the last 5 years, with 7 residents who have all made transitions out of homelessness. One additional site is under development, with the potential to provide homes for 3 more residents by the end of 2023.

About the Position:

With seven existing residents in three communities of homes, we have ever-expanding opportunities to support, connect, and strengthen these communities and the partnerships around them. As our active all-volunteer board is beginning long-range planning, we have exciting possibilities to deepen our model and pursue healthy growth as an organization. With three units under development and abundant interest from the broader community for expanding our reach, we need someone who can lead and organize support of current residents. We are hiring an Assistant Director of Resident Support (AD) who will partner with each resident to assess their housing-related needs and challenges, make plans and support residents in addressing those needs and challenges, and connect residents to existing community resources. The AD will be responsible for building and shaping the resident support program in partnership with the Executive Director and Board of Directors.

Position Qualifications:

A successful candidate for this position will:

- Have strong interpersonal skills including but not limited to conflict management, deep listening, consistent follow-through, empathy, and emotional intelligence
- Believe that housing is a human right, and be committed to building an affordable housing nonprofit that centers just and equitable practices
- Have a commitment to racial equity and building cross-cultural and cross-class relationships that are mutually respectful and accountable
- Have the ability to embrace a harm reduction model and have a basic understanding of addiction and mental health issues
- Respect resident agency and decision-making for their own lives and work in partnership with residents to build confidence and self sufficiency

- Have at least 2 years of experience working directly with communities experiencing homelessness and housing insecurity
- Have experience and knowledge of the community and social services in Orange County, Chapel Hill and Carrboro
- While not required, persons with lived experience of homelessness and housing insecurity are strongly encouraged to apply.

Primary Duties/Responsibilities:

- Build and shape the resident support program in partnership with the Executive Director and Board of Directors
- Coordinate skill-building workshops around caring for one's home, financial goal setting, and how to access community services
- Advocate for and coordinate timely response to resident concerns or challenges, in partnership with the Tenancy and Community Building Committee of the Board.
- Support our growing base of residents through regular check-ins and community-building activities (7 current residents)
- Mediate and advocate on behalf of the residents to help them obtain and keep housing, health care and social service benefits, transportation, etc.
- Collaborate and follow-up with partner organizations to strengthen support and resource connections for residents
- Coordinate and maintain contact with the property management team to ensure monthly home maintenance duties are performed and repairs are conducted in a timely manner and align with the approved budget.
- Administer annual lease recertification process for residents
- Provide quarterly reports to the Board on resident successes, progress, issues, and challenges

Position Details: This full-time, salaried position will report to the Executive Director and will be based in Chapel Hill, North Carolina. Compensation is \$50,000 annual salary with a health stipend of \$2,400 and a 3% retirement match. Expected commitment is 35 hours per week with paid holidays, vacation and sick leave.

How to Apply: Please send a cover letter, resume/CV, and 3 professional references to pwh.hiring@gmail.com with the subject line "Assistant Director of Resident Support". Be sure to include the best phone number and/or email address to reach you in your submission. This position will be open until filled.

Pee Wee Homes is an equal opportunity employer and strongly encourages applications from people with lived experience of poverty and/or homelessness, people of color, LGBTQ applicants, and people with disabilities.