



## Faith and Housing Programming Specialist

**Overview:** The Virginia Interfaith Center for Public Policy is seeking a dedicated and compassionate Faith and Housing Programming Specialist to assist in supervising faith and housing workshops throughout Virginia. This individual will be responsible for supporting the coordination, development, and implementation of initiatives designed to strengthen the collaboration between faith-based organizations and localities around affordable housing. The ideal candidate will be skilled in community outreach, program management, and fostering interfaith partnerships to promote equitable access to housing solutions for all individuals.

**Compensation & Benefits:** This is a part-time (20 hours/week), year-round position based in the office in Richmond, VA, with the potential for hybrid work when needed. The pay rate is \$25 per hour, with an expected annual compensation of \$26,000. Benefits: paid sick days, paid vacation, paid holidays. Retirement benefits are available after six months. This position is not eligible for health benefits.

**Accountability:** The position reports directly to the Faith Organizing Director.

### Key Responsibilities:

#### 1. Program Coordination and Supervision:

- Assist in overseeing and supporting the successful execution of regional faith and housing workshops across Virginia.
- Provide leadership and guidance to workshop facilitators, ensuring programs are aligned with organizational goals and community needs.
- Develop and maintain relationships with regional partners, including faith-based organizations, community groups, and housing agencies.
- Ensure workshops are conducted efficiently, are well-attended, and meet the educational and community objectives.

#### 2. Workshop Development and Content Management:

- Collaborate with stakeholders to design and tailor workshop content that addresses the intersection of faith and housing.
- Ensure that all programming materials, presentations, and resources are current, accessible, and relevant to participants.
- Monitor participant feedback to improve future workshop offerings.

#### 3. Community Engagement and Outreach:

- Conduct outreach to faith-based communities to build partnerships and encourage participation in workshops.
- Foster collaboration between faith communities and local housing agencies to support housing advocacy and solutions.
- Create and implement a plan for continued engagement beyond workshops.

#### 4. **Program Monitoring and Reporting:**

- Track and document the effectiveness of regional workshops and programs, utilizing data and participant feedback for continuous improvement.
- Prepare regular reports on program outcomes, participation rates, and community impact for leadership and funders.

#### 5. **Supporting and participating in VICPP team**

- Participate in weekly staff meetings and leadership team meetings.
- Attend board meetings and staff retreats.
- Participate in overall strategic and organizational planning.
- Learn how to use the database well.
- Share in administrative tasks.
- Other tasks as assigned.

#### **Qualifications:**

- Experience working with faith communities, housing agencies, and/or social justice organizations.
- Knowledge of affordable housing issues, policies, and programs, particularly in Virginia.
- Strong understanding of the role of faith-based organizations in community development and social justice.
- Exceptional organizational and project management skills.
- Excellent communication and interpersonal skills, with the ability to engage diverse communities and stakeholders.
- Ability to work both independently and as part of a collaborative team.
- Proficiency with Microsoft Office Suite and data management systems.

#### **Preferred Skills:**

- At least 3 years of experience in community outreach, program coordination, event planning, or faith-based initiatives, with a focus on housing or social services.
- Bachelor's degree or equivalent experience (Social Work, Theology, Urban Studies, Public Administration, or related fields of study preferred).
- Bilingual skills (Spanish, ASL, etc.) are a plus.
- Experience in public speaking, training, or facilitating workshops.

**How to Apply:** Please submit your resume and a cover letter outlining your qualifications and interest in this position to [sheila@virginiainterfaithcenter.org](mailto:sheila@virginiainterfaithcenter.org) with "Faith and Housing Programming Specialist" in the subject line. Please include 2-3 references with titles and contact information.

Applications are accepted on a rolling basis until the position is filled, with a **priority deadline of May 2**. For more information visit our website at [virginiainterfaithcenter.org](http://virginiainterfaithcenter.org) or find us on social media.