

Position Title: Program Director for Curriculum and Instruction
Organization: Graduate School, USDA, Special Programs
Project Administrator: Dr. Percy Thomas, NFHTA Executive Director

SUMMARY: This person is responsible for oversight of NFHTA’s Curriculum and Instruction, and functions as the principal figure responsible for assisting the NFHTA Executive Director in maintaining rapport and developing training specifically for fair housing directors, investigators, the private and public sector fair housing and housing industries. The Department consists of 40 academic adjunct instructors, administrative staff and various consultants. The Program Manager for Curriculum and Instruction will provide direction and fair housing expertise to the development and delivery of a range of programs and services designed to enhance the competencies of fair housing professionals and other housing clientele. Also, the incumbent will oversee training needs assessments, course evaluation, faculty recruitment, faculty evaluations and faculty teaching assignments. The Program Director will also assist and participate in planning strategies related to Strategic Planning, and Enrollment Planning. The Program Director will report to the NFHTA Executive Director. This position is a contract position that is funded by the U.S. Department of Housing and Urban Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential Duties must be performed on site. Other duties or tasks may be assigned.

- Work with the Executive Director of NFHTA as well as other fair housing organizations and entities in identifying areas of concentration for specific education, training and outreach activities;
- Supervise the day-to-day operation of the NFHTA;
- Responsible for budget formulation and implementation;
- Chair the NFHTA Curriculum Committee;
- Attend management meetings and make observations regarding opportunities to partner with regions, private sector organizations and state agencies to increase the NFHTA participant enrollments;
- Assess, interview and hire faculty;
- Evaluate curriculum for accuracy, content, currency and relevance;
- Assist with the marketing of the NFHTA at conferences, meetings and community events;
- Prepare relevant fair housing related speeches and presentations;
- Assist Executive Director with the development of a recruitment strategy for the NFHTA Steering Committee;
- Establish and maintain effective working relationships with the USDA Graduate School, Academy faculty members, NFHTA National Steering Committee, HUD’s FHEO, Fair Housing Assistance Program Directors, contractors and vendors;
- Manage administrative staff and perform other duties as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The ability to communicate and relate effectively with diverse participants, employees, partners, stakeholders and faculty is imperative. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable qualified applicants with disabilities to perform the job essential functions.

EDUCATION AND EXPERIENCE:

Master’s or Bachelor’s degree in education, business, or related field and one year adult education and training experience. 5-7 years experience working in fair housing environment with a federal, state or local government or private fair housing organization.

Strong knowledge and skills in curriculum development; and program and project management.

Knowledge of Fair Housing Assistance Program and Fair Housing Initiative Program operations is desired.

Familiarity with HUD, FHIPs, FHAPs, and fair housing is a plus.

Public speaking skills and high level writing abilities are a must.

SALARY RANGE: GS 13 (salary range)

Interested candidates should complete an Application for Job Opening (attached) or resume and forward to hr.resume@grad.usda.gov or fax to 202-479-4971. Only applicants who submit by written application will be considered. No relocation expenses will be paid. EOE.