

Job Announcement

Title:

Housing Program Specialist
Central Pines Regional Council
Durham, NC/In-Person (some remote work allowed)

Who We Seek:

Central Pines Regional Council is seeking a dedicated and community-focused professional who is passionate about expanding housing opportunities and improving quality of life for residents. The Housing Program Specialist will be detail-oriented, manage applicant intake, navigate program regulations, and maintain excellent customer service while engaging with residents, local officials, and regional partners.

Description of Work:

This role will include working with various home repair and weatherization programs within the region, that are primarily state and federally funded. The Housing Program Specialist will be tasked with conducting client intake for households seeking services and will verify client information and determine eligibility of the household. In addition, the selected candidate will be able to inform households of eligibility decisions and tactfully explain program guidelines or provide referrals to external resources when appropriate. Activities include:

- Researching and interpreting federal, state, and local regulations for various housing programs.
- Illustrating a knowledge of housing programs and ability to communicate housing program criteria in a consistent and understandable manner.
- Overseeing the client intake process with the ability to explain various programs or coordinate referrals to other housing and community assistance programs when appropriate.

- Assist with streamlining the home repair and weatherization programs that Central Pines administers.
- Demonstrating strong verbal and written communication skills with the ability to talk to a range of audiences.
- Assist with closeout of each unit, making sure that proper documentation is complete and accurate.
- Serve as liaison between applicants, contractors, inspectors, housing staff, and funding agencies.
- Assist with program performance tracking, prepare reports, and maintain documentation for audits and program monitoring.
- This position will require consistent travel throughout the region to attend meetings and perform work in communities throughout the CPRC region. Additionally, there will be travel required to the 15 counties that CPRC has in our weatherization portfolio.

Education & Experience:

Bachelor's degree from an accredited institution in urban planning, community development, public or business administration, or social work. It is preferred the candidate has a minimum of six months to one year experience, preferably in a public agency. An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

The candidate must have strong communication skills, both verbal and written, and the ability to work autonomously but also in a team setting. The selected candidate must also have an ability to interpret policies and regulations and have a strong attention to detail.

Work Environment:

During the initial six months of employment, the employee will be expected to work primarily in Central Pine's office. Following the initial six-month period, the employee may be eligible to take advantage of CPRC's hybrid work policies. When working hybrid,



we currently anticipate this position will need to work at least two to three days per week in CPRC's Durham office. Local travel to CPRC meetings and partner sites is required, with out-of-region travel to a larger 15-county region.

Starting Salary & Benefits:

Hiring Salary: \$51,710

This position is eligible for a 5% increase after serving a 6-month probation period.

Benefits: CPRC offers a generous benefits package including paid vacation and sick leave; NC Local Government Employees' Retirement System; 5% 401(k) employer contribution; 100% employer-paid health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses, hybrid and flexible work schedules.

Our Organization:

CPRC is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. See the kind of work we do and learn more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at centralpinesnc.gov.

How to Apply:

Send cover letter and resume by email to employment@centralpinesnc.gov with the subject: Housing Program Specialist. **Incomplete applications will not be considered.**

Position is open until filled; initial review of applications begins August 20, 2026.

All employment offers will be within the stated hiring range.

CPRC is an Equal Opportunity Employer.

