

# ASSISTANT DIRECTOR OF FAMILY & COMMUNITY PARTNERSHIPS

## OAKLAND HOUSING AUTHORITY FAMILY & COMMUNITY PARTNERSHIPS DEPARTMENT

**T**HE OAKLAND HOUSING AUTHORITY (OHA), providing subsidized housing and support services to nearly 16,500 families as the largest landlord in the City of Oakland, seeks an Assistant Director of Family & Community Partnerships (Assistant Director). This Department is the social services side of the agency and provides supportive services to the families they serve, such as school enrollment and job placement assistance, on-site supportive services, job training, transportation, childcare assistance, job readiness and health wellness workshop, financial literacy, and other like training and programs. The Assistant Director will assist in the administration of this Department and oversee the growth and development of the OHA's resident employment, community engagement, and education programs. With a team of 14 staff and two direct reports, they will administer and manage grant-funded programs and support other administrative budget services. They will also lead, mentor, and motivate Department staff and manage community outreach to connect with families in need and ensure OHA's services are more visible. This position will be a steadfast collaborator with exemplary people management and critical thinking skills. This role will involve connecting with other community leaders and organizations to leverage more resources for families, requiring candidates to have strong communication and relationship-building skills. This is an exciting opportunity to engage with the Oakland community and make a real difference in families' lives. *If you are looking to make a positive impact by creating workforce development opportunities and educational support programs for the Oakland community, apply today!*

ANNUAL SALARY: **\$143,062 – \$165,908** DOE/DOQ

# OAKLAND HOUSING AUTHORITY (OHA)

**FOUNDED IN 1938**, OHA has approximately 370 staff across six divisions that provide subsidized housing to nearly 16,500 families as the largest landlord in the City of Oakland, serving diverse neighborhoods throughout the City. OHA has 1,606 public housing units, across 13 property locations, and has over 13,500 households who utilize Housing Choice Vouchers. Additionally, OHA monitors and subsidizes 41,000 units of project based rental assistance in Northern California through a contract with HUD.

As one of only a select few housing authorities in the country participating in the Department of Housing & Urban Development's (HUD) Moving to Work (MTW) Demonstration Program, OHA works with community partners and stakeholders to develop and implement innovative solutions to the persistent issues of access to quality affordable housing, enduring poverty, and lack of opportunity in America's very low-income neighborhoods. OHA's **multi-year strategic goals** ensure the OHA's ongoing efforts seek to invest in the future, engage the community, improve public safety, increase staff development, strengthen business systems and operations, and position OHA to better serve their clients, now and for generations to come.

## OHA FACTS

 PUBLIC HOUSING APTS  
**1,454**

 **3,061**  
HOUSEHOLD MEMBERS

 **2,184**  
NEW APARTMENTS IN DEVELOPMENT

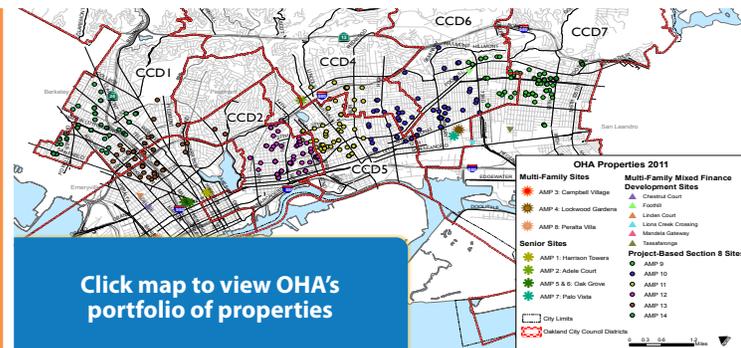
**30%** OF ADJUSTED INCOME

> [OHA COMMUNITY AT-A-GLANCE](#) <

> [LEARN MORE ABOUT OHA HERE](#) <

## MISSION

Assure the availability of quality housing for low-income persons and to promote the civic involvement and economic self-sufficiency of residents and to further the expansion of affordable housing within the City of Oakland.



## VISION

OHA is established as Oakland's trusted and valued partner in the preservation and development of affordable housing and diverse thriving and welcoming communities.



# THE DEPARTMENT

**THE FAMILY & COMMUNITY PARTNERSHIPS (FCP) DEPARTMENT** is the community and social services arm of OHA. This Department is led by the Director of Family and Community Partnerships, who oversees FCP's approximate budget of \$7 million and around 28 staff. FCP connects over 16,000 OHA families with career and educational opportunities, civic engagement initiatives, and community-building programs. FCP strives to educate residents about OHA programs and services, support them while they pursue their personal goals, and empower and advocate on their behalf. FCP programs are designed to build on best practices in the field, serve the whole person and the entire family, and maintain synergy between FCP programs and core OHA functions.

[>>> LEARN MORE ABOUT FCP <<<](#)

[>>> FCP PROGRAMS <<<](#)



## THE JOB

**THE ASSISTANT DIRECTOR WILL OVERSEE TWO MANAGERS**, a total staff of 14, and a grant-funded budget and assist with other administrative oversight of budgets and programs. They will work closely with the department Director and serve in their absence. The Assistant Director will have a focused role in the enhancement of their efforts around workforce development for OHA's disadvantaged youth and adult populations seeking job training and employment experience. They will also work to maintain and grow OHA's educational support programs in partnership with the local school district and ensure the Department's programs are more visible to the community and improve their efforts to ensure low-income families have the resources they need to thrive. In addition, this position will manage grants and contracts and develop additional grant-funding opportunities.



# THE IDEAL CANDIDATE

**T**HE IDEAL CANDIDATE WILL HAVE experience serving low-income families, along with community and family engagement to ensure they are aware and accessing valuable resources that are available. They will be knowledgeable about workforce development and bringing innovative ideas forward. This leader will champion staff and program development and inspire, develop, and mentor others, be effective at addressing critical social service issues that arise for clients they serve, and demonstrate critical thinking, empathy, collaboration, and thoughtful decision-making. The successful candidate will also demonstrate a high level of emotional intelligence and sound judgment and have a heart and passion for serving those in need and be committed to creating a brighter future for OHA's clients.



## The Ideal Candidate will also...

- ▶ Connect and effectively collaborate with other departments, community partners, and those in need of the services OHA provides.
- ▶ Establish strategic plans, goals, and objectives, and clear expectations of others.
- ▶ Have experience working with complex programmatic grants.
- ▶ Be an empathetic and compassionate professional and human being with a passion and interest in serving others.
- ▶ Be fiscally savvy and budget minded.
- ▶ Possess effective project management and time-management skills.

# EMPLOYMENT STANDARDS

*Equivalent combinations of education, training, and experience may be considered.*

- ▶ A bachelor's degree in public or business administration, city planning or public administration, economic development, or a related field
- ▶ A minimum of two years' experience supervising and managing staff
- ▶ Possession of a valid Class C California driver's license and an insurable record
- ▶ Four years of progressively responsible experience in project management or program development, implementation and administration, policy analysis, and coordination/consultation with a variety of public and private agencies, organizations, and/or levels of government



## UPCOMING CHALLENGES, OPPORTUNITIES, & PROJECTS

- ▶ Helping team members understand roles and responsibilities
- ▶ Increasing program participation through community engagement and marketing efforts
- ▶ Fostering a culture of efficiency and accountability
- ▶ Clarifying Department goals, objectives, and KPIs



Oakland Housing  
Authority



## SALARY & BENEFITS

Annual Salary: **\$143,062 – \$165,908 DOE/DOQ**  
and an attractive benefits package that includes:

**RETIREMENT:** Authority is a member of CalPERS Retirement System and participates in Social Security and Deferred Compensation plans are also available to employees at their option.

**HEALTH, DENTAL, AND VISION INSURANCE:** The Authority pays up to 100% of the least costly family plan premiums for all employees.

**PAID HOLIDAYS:** 14 each year.

**FLOATING HOLIDAY:**  
Two (2) days a year.

**ADMINISTRATIVE LEAVE:**  
80 hours per year.

**VACATION LEAVE:** New employees accrue 10 days each year.

**SICK LEAVE:** Accrued at the rate of one day per month.

**GROUP LIFE INSURANCE:**  
Fully paid.

**FLEXIBLE WORK SCHEDULE:** Hybrid; 9/80

*Management, supervisory, professional, and confidential employees are also entitled to a management benefits package allowance.*

## HOW *to* APPLY

For first consideration, apply by  
**APRIL 20** at:

>>> **WBCP JOB BOARD** <<<

### SAVE THE DATES

Round one virtual interviews will take place on **MAY 17 & 19**. Round two in-person interviews will take place on **JUNE 2**. Selected candidates must be available for these dates.

Please contact your recruiter,  
Wendi Brown, with any questions:

**wendi@wbcpinc.com**

**541.664.0376** direct

**866.929.WBCP (9227)** toll-free