



Program Support Specialist Position Description

About the Community Housing Land Trust of Rhode Island (CHLT-RI)

The Community Housing Land Trust of Rhode Island (CHLT-RI) is a nonprofit affiliate of the Housing Network of Rhode Island, dedicated to expanding and preserving long-term affordable housing statewide. CHLT-RI partners with municipalities, developers, homeowners, tenants, and property managers to steward deed-restricted and community land trust properties, ensuring their long-term affordability and compliance for generations of Rhode Islanders.

Position Overview

The Program Support Specialist supports CHLT-RI's mission by administering and stewarding programs that ensure long-term affordability for both homeownership and rental housing. This role is responsible for income certification, eligibility determinations, and ongoing compliance monitoring for land trust and deed-restricted properties, while also providing homeowner and tenant support, community outreach, and program reporting.

This position plays a critical role in the long-term stewardship of affordable housing assets by ensuring compliance with ground leases, affordability covenants, and funding requirements, and by supporting residents throughout the full lifecycle of land trust housing. The ideal candidate is highly organized, detail-oriented, compliance-focused, and committed to housing equity and long-term affordability. This role requires the ability to balance a resident-centered customer service approach with regulatory and program compliance, and to work collaboratively as a solutions-oriented problem-solver.

Key Responsibilities

Program Administration & Stewardship

- Conduct initial and ongoing stewardship of portfolio properties to ensure long-term affordability and mission alignment.
- Maintain complete, accurate, and audit-ready property, household, and compliance files in accordance with organizational and state requirements.
- Track program data and outcomes.

- Maintain standardized procedures, documentation, and data systems to support consistent monitoring across the portfolio.
- Support policy development, program improvement, and strategic planning related to long-term housing stewardship.
- Assist with grant applications, monitoring, and reporting as needed.

Income Certification & Eligibility

- Perform income certifications and re-certifications for affordable homeownership and rental units in compliance with applicable program requirements.
- Review income documentation, calculate household income, determine eligibility, and document compliance accurately and consistently.
- Educate applicants, homeowners, and tenants on income requirements, recertification processes, and ongoing affordability obligations.
- Coordinate with property managers and housing partners to ensure timely and accurate income verification and reporting.

Long-Term Compliance Monitoring

- Monitor compliance with deed restrictions, ground leases, and program requirements over time.
- Track ownership status, owner-occupancy, income limits, resale pricing, rent limits, refinancing requests, and estate planning requirements.
- Conduct annual and periodic compliance reviews, including file audits and homeowner or tenant certifications.
- Identify and address compliance issues, working collaboratively with residents and partners to resolve concerns while protecting program integrity.
- Prepare compliance reports for funders, internal leadership, and the State of Rhode Island.

Homebuyer, Homeowner & Tenant Support

- Guide prospective homebuyers through the deed-restricted and land trust homeownership process, including eligibility screening, application review, and long-term compliance requirements.
- Serve as a primary point of contact for homeowners and tenants regarding recertification, refinancing, estate planning, and resale processes.
- Provide technical assistance and problem-solving support to residents facing financial or life-stage challenges.
- Support homeowners and their real estate agents through resale transactions to ensure understanding of resale requirements and facilitate smooth closings.
- Coordinate with legal and closing professionals on documentation related to affordable housing transactions.

Experience & Education

- Bachelor's degree in housing, urban planning, public administration, social work, community development, or a related field, or equivalent relevant experience (preferred).
- Demonstrated experience with income certification, eligibility determinations, or compliance monitoring for affordable housing programs.
- Knowledge of affordable housing regulations, long-term affordability controls, and shared equity or deed-restricted housing models.
- Familiarity with HUD income limits, AMI calculations, and compliance requirements for both homeownership and rental housing.

Skills & Competencies

- Knowledge of affordable housing programs, including deed-restricted, shared equity, and community land trust models.
- Experience with income certification, eligibility determinations, AMI calculations, and long-term compliance monitoring.
- Strong attention to detail and ability to maintain accurate, audit-ready compliance and household files.
- Ability to manage multiple priorities, deadlines, and long-term monitoring requirements.
- Clear, empathetic communication skills, with the ability to explain complex program requirements to applicants, homeowners, and tenants.
- Strong problem-solving skills and sound judgment in addressing compliance issues while maintaining a resident-centered approach.
- Ability to work collaboratively with municipalities, property managers, developers, legal professionals, and other housing partners.
- Proficiency with databases, spreadsheets, and standard office software; ability to track program data and prepare reports.
- Commitment to housing equity, long-term affordability, and serving diverse communities.
- Bilingual or multilingual skills relevant to the community served (preferred).

Compensation and Benefits: This is a full-time, 40-hour/week position. This position is a non-exempt position reporting directly to the Executive Director. Compensation is \$20.00 - \$24.00 per hour, depending on experience. Benefits include 13 paid holidays, paid vacation, sick and personal time, health and dental insurance, flexible schedule (negotiated), professional development, and mileage/expense reimbursement when applicable.

To apply: Submit a brief cover letter and resume to Ms. Melina Lodge at mlodge@housingnetworkri.org with the job title in the subject line. Applications will be reviewed on a rolling basis until the position is filled with priority for applications submitted by March 2, 2026.