



Programs Officer – Housing

Department: Programs

Employment Status: Regular, Full-Time

Reports To: Director of Programs

FLSA Status: Exempt

Location: Remote; frequent travel required

Salary Range: \$60,000-\$70,000 (commensurate with experience)

POSITION SUMMARY

Oweesta Corporation is the longest-standing Native Community Development Financial Institution (CDFI) intermediary, dedicated to strengthening Native economies and supporting the sovereignty of Native nations. Oweesta provides training and technical assistance, capital, research, and policy advocacy to Native CDFIs, Native nonprofits, and Native communities.

The Programs Officer, Housing will lead Oweesta's housing-related programming with a primary focus on overseeing and advancing Oweesta's Native Housing Counseling Network. This position serves as the organizational lead for all Housing Counseling activities, including program compliance, reporting, network coordination, and continuous improvement of housing counseling services within Native communities.

The Programs Officer, Housing will also contribute to Oweesta's broader financial education, capacity building, and training and technical assistance offerings, working collaboratively with the Programs team and other departments. This role requires strong experience in housing counseling, financial education, and Native community-based work, along with demonstrated project management, compliance oversight, and relationship-building skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Housing & Housing Counseling Leadership

- Serve as Oweesta's lead staff person for all housing-related programming and initiatives.
- Oversee and manage Oweesta's Native Housing Counseling Network, including coordination of network members, cohort calls, peer learning activities, and technical assistance (both virtually and in-person).
- Lead all aspects of Housing Counseling program compliance, including adherence to HUD requirements, policies, and procedures.
- Oversee Housing Counseling reporting, data collection, and submission processes, ensuring accuracy, timeliness, and compliance.
- Manage and maintain housing counseling-related systems and databases, including required reporting platforms for HUD.



- Provide direct technical assistance and capacity-building support to Native Housing Counseling agencies and partners.
- Monitor program performance, outcomes, and compliance, and identify opportunities for continuous improvement.

Training, Technical Assistance & Program Management

- Provide and/or manage high-quality training and technical assistance related to housing counseling, financial education, asset building, and organizational development for Native CDFIs and Native nonprofits.
- Contribute to the design, development, delivery, and evaluation of training and technical assistance products aligned with Oweesta's suite of offerings.
- Support financial education initiatives and capacity-building efforts beyond housing, as aligned with organizational priorities and funding.
- Manage program timelines, work plans, deliverables, and consultant relationships within assigned housing and related programs.
- Collaborate with internal teams to ensure smooth program implementation within budgetary and contractual requirements.

Grants, Compliance & Reporting

- Support proposal development for housing and financial education related grants and contracts in collaboration with Programs team and other departments as needed.
- Manage grant-funded housing program requirements, including compliance monitoring, reporting, and documentation.
- Prepare high-quality narrative and data-driven reports for funders, partners, and internal stakeholders.
- Coordinate with Programs team and other departments as needed to ensure accurate tracking of grant requirements.

Collaboration, Representation & Other Duties

- Work closely with Programs team and other Oweesta departments on interdisciplinary efforts.
- Represent Oweesta at conferences, convenings, trainings, and partner meetings related to housing, financial education, and Native community development.
- Build and maintain strong relationships with Native CDFIs, Native communities, partner organizations, consultants, and funders.
- Participate as a collaborative member of the Programs team and contribute to department-wide goals and initiatives.
- Perform other duties as assigned by the Director of Programs.



EDUCATION AND EXPERIENCE

Education Required:

- Bachelor's degree or equivalent combination of education and relevant experience.

Experience Required:

- Minimum of two to three years of relevant experience in housing counseling, financial education, community development, or a related field.
- Demonstrated experience with HUD Housing Counseling programs, including compliance and reporting requirements.
- Strong background in financial education and asset-building programming.

Experience Strongly Preferred:

- HUD Housing Counseling Certification (or ability to obtain certification within the first six months of employment).
- Experience working in or with Native communities, Tribes, or Native-serving organizations.
- Experience in the CDFI industry or community development finance.
- Experience providing training, technical assistance, facilitation, or capacity building support.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of HUD Housing Counseling requirements, standards, and best practices.
- Demonstrated understanding of financial education, asset building, and housing issues impacting Native communities.
- Excellent written and verbal communication skills.
- Strong organizational, project management, and time management skills.
- Ability to manage multiple projects and deadlines simultaneously with attention to detail.
- Comfort working independently in a remote environment while maintaining clear and consistent communication with a team.
- Strong relationship-building and customer service skills.
- Ability to work collaboratively with diverse partners and stakeholders.
- Proficiency with standard office software and data systems.
- Willingness and ability to travel frequently (~1x per month).



Oweesta offers competitive salaries and benefits including health, dental, life and disability insurance, a Simple IRA pension plan with employer match, and a 4-day workweek.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees will be required to:

- Ability to sit for extended periods while working on a computer.
- Manual dexterity for operating office equipment.
- Good visual acuity for reading documents and computer screens.
- Occasional mobility to move around the office and attend meetings.
- Ability to lift and carry objects up to 20 pounds occasionally.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- This position requires travel for meetings and training.
- This role involves working in a remote office environment with standard office equipment.
- This position may require some evening and weekend work.

Please submit your resume and cover letter for the Programs Officer position to: programs@oweesta.org.