



Job Title: Housing Support Specialist Contractor

Location: Hybrid

Term: 6 month contract with opportunity for extension or hire

Compensation: \$25/hour up to 80 hours per month (20 hours weekly)

Reports to: Co-Executive Director (Place)

Requirements: Russell: A Place of Promise team members often work non-traditional hours to fit the needs of the community and families. This includes working some weekday evenings and weekend events/meetings.

Deadline to Submit Materials: Friday, May 8, 2026

This is an independent contractor (1099) position. The selected candidate will work on a contract basis to complete the scope of work described below. This position is not eligible for employment benefits, including healthcare, workers compensation, or vacation/sick time, and the selected candidate will be responsible for paying their own employment-related taxes.

About Us. Russell: A Place of Promise (RPOP) is a community land trust that generates investments in the people and places of Louisville, Kentucky's Russell neighborhood, the heart of nine historically Black neighborhoods west of downtown. RPOP aims to build Black community wealth through strategies that invest without displacement, and partners with residents, businesses, faith- and community-based organizations to share learning and decision-making related to its work. Learn more about RPOP's history and current efforts, including its housing work, at www.russellpromise.org.

About This Position. RPOP is making its first investments in permanently affordable owner-occupied housing in Russell in partnership with HPI, the Housing Partnership. This project, focused on the 2400-2500 blocks of Elliott Avenue, will lead to the creation of 25 new homeowners in Russell. RPOP has plans to develop additional homeownership and rental opportunities in Russell, including apartments, in the next 3-5 years. The process of marketing and selling properties through a community land trust model includes a pre-application and a lottery-based selection process leading to a full application and sale to a qualified family. Interested buyers must participate in pre-purchase activities including informational meetings and counseling related to RPOP's Stewardship Manual, which outlines the rights and obligations of prospective homebuyers, homeowners, and RPOP. RPOP uses MyHomeKeeper, a specialized software tool, to manage these processes.

RPOP is seeking a contract-based Housing Support Specialist to support community education and outreach, the pre-application process, and post-purchase stewardship of homebuyers, with

a focus on RPOP's investments on Elliott Avenue. This position will be funded for 20 hours weekly at a rate of \$25 per hour for 6 months. Note that invoices will be paid monthly.

Responsibilities Include:

- Working with other RPOP team members to design and implement community education sessions focused on RPOP's status as a community land trust and the process of purchasing a home in a community land trust model;
- Providing direct technical assistance to prospective homebuyers related to the homebuying process;
- Managing the MyHomeKeeper software tool hosted by Salesforce to enter data and accept pre-applications, full applications, and post-closing records;
- Working with other RPOP team members to design and implement preapplication and full application processes;
- Working with other RPOP team members to design post-closing stewardship practices as described in RPOP's Stewardship Manual;
- Participating in community meetings and events to promote opportunities to purchase a home in Russell;
- Participating in the design and implementation of RPOP's community outreach meetings focused on the opportunity to purchase a home on Elliott Avenue;
- Handling sensitive information in a confidential manner.

A strong candidate will have:

- 5-7 years of experience in housing counseling, residential mortgage lending, affordable housing, or similar field (required)
- Proficiency in various virtual meeting platforms (Zoom, Google Meet, Webex, Microsoft Teams, etc.) and Google Suite;
- Proficiency in Salesforce (mandatory);
- An associate's degree, at minimum, in a relevant area;
- The ability to work independently as well as in a collaborative environment;
- A strong sense of self-motivation, ability to self-manage to prioritize and complete multiple tasks on schedule and with a high level of attention to organization and detail;
- Strong oral communication, public speaking, writing, and interpersonal skills;
- Strong data management skills
- Passion for social, economic and racial justice
- Knowledge of the Russell Neighborhood and familiarity of its history and current assets.

HOW TO APPLY: Email a resume and cover letter to jobs@russellpromise.org by May 8, 2026. Your cover letter should address your interest in the position and answer the following three questions:

1. How does your personal and professional experience align with this job opportunity?
2. What interests you about this position?
3. What does Black community wealth mean to you?