

Administrative Officer II

Program Coordinator

Recruitment # 26-003235-0013

Filing Deadline 04/22/2026 11:59:00 PM

Salary - \$58,428.00 - \$65,279.00/year (Grade 14/Step 5-11, with promotional growth to 90,709.00/year)



**This is a Skilled Service position with full Maryland State Benefits.**

**Work that Matters.**

The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing and development of affordable housing and community development lending. The Division of Homeless Solutions is responsible for leading the state's interagency strategy, policy, and initiatives to prevent and end homelessness for all Marylanders. This vital work includes leading the Maryland Interagency Council on homelessness and facilitating cross-sector collaborations with government, nonprofit, philanthropic, and other strategic partners. The Division administers grant funds and technical assistance to local governments and nonprofits that are delivering critical safety net programs in their communities - such as street outreach, shelter, permanent housing, food pantries, foreclosure counseling, homebuyer education, benefits enrollment, workforce development, early childhood care, and specialized services for aging adults, domestic violence survivors, and youth. The Division also serves as the HUD-designated lead agency for the Balance of State Continuum of Care, coordinating funding, data collection, performance management, client assessment, and housing referral systems in 9 rural and suburban counties.

We are good but strive to be great. To make this happen our team needs members that will challenge the status quo, effectively communicate ideas and issues, independently bring forth practical and efficient solutions, believe change is good and want to come to work knowing that what they do makes a difference in their community.

**GRADE:**

14

**This position offers a salary range of \$54,428 - \$65,279/year, with potential for advancement up to \$90,709 based on qualifications, equity, hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$65,279/year.**

**POSITION DUTIES:**

Under the supervision of the Director, the Program Coordinator assists with the administration of assigned grant programs, and other services provided to nonprofit organizations engaged in homelessness prevention and (HSP) activities. Assists with collecting, analyzing, and reporting information related to the programs. Helps ensure compliance with federal, state, and departmental

standards, and regulatory and statutory requirements. Assists in the review of applications and with recommendations for project funding. Prepares grant documents. Reviews and recommends approval of disbursement requests against project terms and funding guidelines.

This is an excellent opportunity for an experienced professional who is looking to be an integral part of a team in a fast-paced, dynamic environment. DHCD offers a flexible work schedule, telework and job-sharing options, advancement and career path opportunities, and casual business dress on Fridays and during the summer.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from an accredited high school or possession of a high school equivalency certificate.

**Experience:** Two years of administrative staff or professional work.

**Notes:**

1. Candidates may substitute 30 credit hours from an accredited college or university for one year of the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from a college or university for the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work that included regular use of independent judgment and analysis in applying and interpreting complex administrative plans, policies, rules or regulations or analysis of operational programs or procedures with recommendations for improvement on a year-for-year basis for the required experience.

**DESIRED OR PREFERRED QUALIFICATIONS:**

- Experience managing fiscal compliance for federal or state grant programs
- Experience tracking and analyzing federal grants for a direct or sub-recipient
- Experience working with a Human Services agency, especially those that address Homelessness and Housing Stabilization

TTY Users: call via Maryland Relay

We thank our Veterans for their service to our country, and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's Diversity.

For more information and to apply, please click the [Job Announcement](#).