

CDA Lending and Risk Analyst Jr. II (C24004/483095)

Program Associate

Recruitment # 26-003724-0001

Filing Deadline 03/18/2026 11:59:00 PM

Salary - \$29.83 - \$32.15/hour (Grade 15/Step 5-9, with promotional growth to \$46.41/hour)



**This is a contractual position with limited State of Maryland benefits.**

### **Work that Matters.**

**Housing and Building Energy Programs:** We are a fast paced, dynamic team committed to serving Maryland. We are hiring team players that share our vision of program excellence and our commitment to customer service. We achieve program excellence through continuous process improvement involving everyone in a collaborative and collegial team centered environment.

Our division works within the Department to administer a wide range of programs using various funding sources. The programs provide energy efficiency improvements that help reduce costs to residents, increase comfort, improve health and safety in the home, support local employment, and contribute strongly towards meeting the State's climate goals. This program portfolio consists of programs such as the US Department of Energy Weatherization Assistance Program (WAP), EmPOWER Low Income Energy Efficiency Program (LIEEP), EmPOWER Maryland Energy Efficiency Tune-up Program (MEET), EmPOWER Multifamily Energy Efficiency and Affordable Housing Program (MEEHA-EmPOWER), MEEHA Greenhouse Gas Reduction Program (MEEHA-GHGRP), Maryland Energy Assistance Program (MEAP) for Crisis/No-Heat/No-Cool, Energy Efficiency Homes Construction Loan Program (NetZero), and the BeSMART Home Energy Loan Program (BeSMART).

### **GRADE:**

15

**This position offers a salary range of \$29.83 - \$32.15/hour, with potential for advancement up to \$46.41 based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$32.15/hour.**

### **POSITION DUTIES:**

The Program Associate is responsible for answering and fulfilling administrative requests from partners, answering customer calls and resolving their concerns. Their primary responsibility is to review, evaluate and approve applications for grant weatherization services, tracking lead assignments, and assisting program managers with administrative tasks.

This position will ensure that client applications and requests are completed in a timely manner. We are looking for individuals with great customer service skills and attention to detail when processing documentation. The successful applicant should be able to manage multiple tasks and adjust to changing priorities.

## **MINIMUM QUALIFICATIONS:**

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

**Experience:** Four years of experience in the private mortgage industry, federal or state government affordable housing lending and/or rental assistance programs, residential construction discipline or multifamily construction management providing technical assistance for development or rehabilitation of multifamily or single family housing; neighborhood revitalization and business development; community infrastructure development; or historic preservation programs.

### **Notes:**

1. Candidates may substitute an Associate of Arts degree from an accredited college or university in Finance, Business Administration, Architecture, Construction Management, Economics, Accounting or a related field and two years of experience in the private mortgage industry, federal or state government affordable housing lending and/or rental assistance programs, residential construction discipline or multifamily construction management providing technical assistance for development or rehabilitation of multifamily or single family housing; neighborhood revitalization and business development; community infrastructure development; or historic preservation programs for the required experience.

2. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university in the fields of Finance, Accounting, Economics, Business Administration, Architecture, or Construction Management for the required experience.

3. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in the Loan Specialist classification series or Loan Specialist specialty codes or as a non-commissioned officer in business and industry classification or business and industry specialty codes in the housing management field of work on a year-for-year basis for the required experience.

## **DESIRED OR PREFERRED QUALIFICATIONS:**

- Associates degree from an accredited college and our university
- Experience working in customer service or assisting customers
- Experience handling administrative tasks for non-profits or government entities including the review of documents, organization, and the examination of data

Incorrect application forms, or resumes in place of the application, will not be accepted. If you are interested in these positions and cannot apply online please fill out the paper application. For questions concerning these positions, please call 301-429-7783.

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](#).

