



**JOB TITLE:** Continuum of Care Project Coordinator\_2

**DEPARTMENT:** Continuum of Care

**REPORTS TO:** Vice President of Programs

**DIRECTLY SUPERVISES:** None

To apply, please send a resume and cover letter to [cafthHR@cafth.org](mailto:cafthHR@cafth.org) with the subject line: CoC Project Coordinator\_2.

**SALARY:** \$40,000

**STATUS:** Full time

**FLSA:** Nonexempt

**Location:** Currently Hybrid

**SUMMARY:** The Continuum of Care Project Coordinator is responsible for providing year-round support to the Memphis & Shelby County Homeless Consortium for all CoC-related committees and activities.

**DUTIES AND RESPONSIBILITIES:**

- Engage new partners and maintain existing relationships with CoC agencies to provide support, technical assistance and partnership on all related projects and grants.
- Provide staff support and technical assistance to the Memphis/Shelby County Homeless Consortium committees, including the Planning committee.
- Conduct on-going review and analysis of literature on housing to create innovative solutions.
- Participate in outreach opportunities to spread awareness about CAFTH resources and build partnerships.
- Plan and execute training schedule for the Memphis/Shelby County Homeless Consortium.
- Support the Lived Experience Committee (LEC) Chair in organizing and facilitating the Lived Experience Committee.
- Collaborate with community partners, the LEC chair, and the LEC to identify opportunities for LEC engagement.
- Facilitate regular training to LEC on the Continuum of Care grant, Coordinated Entry System, and operations of Community Alliance for the Homeless.
- Extract and analyze local data on homelessness from HMIS and other data sources.
- Work with the CoC team to develop applications for funding and assist with monitoring all relevant grants, including the Youth Homeless Demonstration Program, the Continuum of Care grant, and others as assigned.

- Develop, write, edit, and/or contribute to needs assessments, grant applications, reports to funders, and presentations.
- Plan, coordinate, and assist with all annual special events, such as the Symposium on Ending Homelessness, Project Homeless Connect, and Point in Time Count.
- Represent Community Alliance for the Homeless in the community by attending partner meetings and work groups.
- Attend recommended training and conferences to ensure the development of the knowledge base.
- Assist with CAFTH's social media presence, including Twitter, Facebook, and CAFTH website.
- Perform other related duties as assigned by management.

#### **QUALIFICATIONS:**

- Bilingual (Spanish speaking) is preferred.
- Bachelor's Degree (BA) from a four-year college or university preferred in a field of human services, or two years of related experience and/or training, or equivalent combination of education and experience.
- Demonstrated knowledge and passion for working with people with lived experience of homelessness, youth, victims of violence, members of the LGBTQ+ community, youth, and individuals involved with the legal system or with limited English proficiency, preferred.
- Requires a valid driver's license with own personal transportation.
- Computer skills required: Proficient in MS Word, Excel, Outlook, Internet Use, and Additional Software, as needed.
- Other skills required:
  - o Demonstrated research ability in identifying, locating, and accessing local, statewide, regional, and national statistics, studies, and research publications on homelessness and related issues, both primary and secondary.
  - o Demonstrated analysis/interpretation of data, statistics, and information resulting from research.
  - o Demonstrated successful grant writing experience to HUD and other Federal Agencies.
  - o Grant administration experience, including familiarity with reading and interpreting Federal regulations and guidelines.
  - o Ability to maintain a positive approach with community partners.

#### **COMPETENCIES:**

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

- **Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Design** - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Tactfully approaches others; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work on time; Strives to increase productivity; Works quickly.

- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*