



CoC Program Coordinator Job Announcement

TITLE: CoC Program Coordinator
REPORTS TO: Director of CoC Programs
SUPERVISES: N/A
STATUS: Exempt, Salaried, Full-time
LOCATION: Chicago, Illinois

ABOUT ALL CHICAGO:

All Chicago effectively combines immediate resources with long term strategies to achieve one goal – to make homelessness history in Chicago. Our Emergency Fund program provides critical financial assistance to people experiencing an emergency that could lead to homelessness or other crises. Our Chicago Alliance program analyzes, recommends, and collaboratively implements sustainable housing solutions for Chicago. Our Learning Center program researches leading practices and offers educational opportunities for all those working to end homelessness. Learn more at www.allchicago.org.

Position Summary: All Chicago supports Chicago’s Continuum of Care (CoC) which is a membership organization comprised of more than 100 organizations and individuals who drive Chicago’s citywide response to homelessness. The CoC Program Coordinator is responsible, in collaboration with the CoC Program Team, for the coordination and implementation of the CoC Programs team work plan. The Coordinator is accountable for overseeing and providing specialized support to multiple projects relating to the completion of the collaborative applicant activities, the staffing of various committees and workgroups, the coordination of the biannual All CoC meetings, and other duties as appropriate. The Coordinator is also responsible for activities including but not limited to data processing and analysis, records management, the development of reports, and project planning. Position responsibilities and work volume will be established and evaluated through ongoing supervision, annual reviews, and the development of an annual professional development plan.

Specific Responsibilities:

Collaborative Applicant Activities (approximately 50% of the position)

- Support the CoC Team with the successful completion of the Housing Inventory Count (HIC), Point-in-Time (PIT) Count, Grants Inventory Worksheet (GIW), and Project Applications.
- Work closely with the Director of CoC Programs to develop and implement the annual local Evaluation Tool and process. Assist in reviewing completed Evaluation Tool submissions.
- Assist in data collection and analysis for reports based on information from the HIC, PIT, GIW and the Project Applications. Work in collaboration with the CoC Communications Coordinator to develop and disseminate reports to the CoC.
- Assist in developing and annually updating an internal CoC Program Operating Manual which includes annual activities related to completing the HUD CoC Program Competition (collaborative application)
- Assist the CoC Team with coordinating, facilitating and conducting site visits and compliance monitoring activities. Assist with site visit follow-up activities, including but not limited to, developing work plans, identifying appropriate resources, and completing reports.

- *Assist the Director of CoC Programs with the annual development and dissemination of a report on all CoC Program activities.*

Community Support (approximately 25% of the position)

- *In collaboration with CoC Team members, support designated CoC Committees. Assist with researching of HUD regulations; gather data and documents; and complete other related activities, as necessary.*
- *Support the CoC Program Team in responding in a timely manner to CoC members' inquiries regarding CoC Programming rules, regulations and operations. Respond to CoC members' inquiries regarding CoC Committees, community initiatives, and community resources.*
- *Support the CoC Team to develop and facilitate quarterly HUD CoC-funded Program Partners meetings.*
- *Assist in developing CoC Program Operations trainings.*
- *In a timely manner, respond to inquiries from non-CoC members regarding CoC Program funding and membership opportunities.*
- *Support specific Plan 2.0 initiatives, as assigned by the Director of CoC Programs.*

Administrative Support (approximately 20% of the position)

- *Manage the CoC Programs email, including responding when appropriate, or notifying the appropriate CoC team member.*
- *In collaboration with the CoC Communications Coordinator, disseminate relevant announcements to the CoC and the community at-large regarding CoC program-related news.*
- *Take minutes at the CoC Board of Directors Meeting.*
- *Coordinate logistics of internal team meetings.*
- *In collaboration with the CoC Communications Coordinator, manage numerous community listserves.*
- *Assist the VP of Community Relationships with completing the Collaborative Applicant quarterly reports for the Collaborative Applicant Committee.*

Other Tasks (approximately 5% of the position)

- *Actively participate in monthly staff and team meetings.*
- *Other duties as assigned.*

Qualifications:

Successful candidates will demonstrate commitment to preventing and ending homelessness in Chicago and will have the following:

- A Master's degree in Social work, Psychology, Social Justice, Public Policy or Management or equivalent degree is preferred, a Bachelor's degree or equivalent experience is required.
- Minimum 2-5 years of professional experience in the field(s) of homelessness service delivery and/or housing is strongly preferred.
- High level of knowledge and competency in HUD-funded programming is preferred.
- Knowledge using ServicePoint (an HMIS system) is highly preferred.
- Excellent skills with Microsoft Office products including but not limited to Excel, Word, PowerPoint, Outlook, and Access.
- Strong interpersonal skills, professional presence, and ability to interact with a diverse audience.
- Excellent professional written and verbal communication skills; ability to convey information in a clear and concise manner.
- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities.
- Willingness to work occasionally outside of normal business hours and to take on more responsibilities as assigned.

- A strong work ethic, integrity, and the highest ethical standards are expected.
- Ability to respond effectively and professionally to inquiries, complaints, or concerns, as presented by staff, consumers, service providers, and other stakeholders.
- Passion for inclusivity and diversity, and interest in being part of a multicultural team.

Work Environment

- Work place is a smoke- and drug-free environment.
- Intermittent travel to off-site locations required.
- Position requires frequent and regular computer and phone use.
- This position requires attendance during regular business hours from 9am to 5pm, Monday through Friday. Occasional night and weekend hours are required a few times a year.
- All Chicago is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. All Chicago does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. All Chicago is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

Compensation

Salary is \$36,500-45,000, commensurate with experience. Comprehensive benefits package (with some employee contributions) includes medical, dental, vision insurance, and disability. Employer-matched retirement plan. Generous paid leave.

To Apply:

Please submit cover letter, resume, and salary range requirement to coc.coordinator@allchicago.org

- Please write your name (Last, First) in the re: line of your email.
- Incomplete applications will not be considered. Applications will be accepted until position is filled. Position begins as soon as possible. No phone calls, please.