



## Membership Organizer

The Coalition on Homelessness works collaboratively to ensure safety and survival for people while they are homeless, and to end the crisis of homelessness in our region. We are a coordinating force on budget and policy decisions that directly affect the lives and futures of people who are homeless and shape the community we all live in.

We are looking for a strong relationship-builder with experience working in direct human services to join our small and mighty team. This position will be the lead staff member to plan monthly membership meetings and training opportunities; build relationships with staff at member organizations and connect them and the people they serve with Coalition projects and campaigns; promote and demonstrate the value of paid membership in the Coalition; and serve as a resource on systems and policies that directly affect homeless service and housing providers and people experiencing homelessness.

This position requires strong communication skills, skills and experience planning and facilitating small and large meetings, a strong understanding of service system issues as they relate to Coalition members, and the ability to create a respectful and inclusive forum for dialogue and collaboration. The person in this position will cultivate a close working relationship with all members of the Coalition staff team. Because this position includes travel throughout King County, possession of a valid WA state driver's license and access to a car or other reliable transportation is required.

This is a full-time hourly, non-exempt position with a standard work week of 40 hours/week, including occasional evening, early morning, and weekend work.

### Core Job Functions

- **Meeting and Workshop Planning:** Plan and execute monthly membership meetings and other training and professional development opportunities for direct service staff; incorporate members' priorities and feedback
- **Member Engagement:** Build relationships with staff at member organizations and other community-based services across King County, represent the Coalition at relevant community meetings; demonstrate value of membership in the Coalition
- **Data Management:** Extensively use the Coalition's database to keep track of member information and relationships, including accurate and timely entry of relevant data
- **Attention to Practice Landscape:** Stay abreast of relevant changes in practice environment, including agency, system, and policy changes that affect direct service providers and people experiencing homelessness; stay up-to-date on member organizations' services and populations served

## Knowledge, Skills, & Abilities

The ideal candidate will be flexible, organized, and excel at quickly engaging with people of a wide variety of backgrounds. Specific skill requirements include the following:

- Three or more years' experience working in direct human services in a paid or significant volunteer role
- Experience in group facilitation
- Experience with planning events and large meetings
- Familiarity with practice, programmatic, and public policy responses to homelessness
- Exceptional interpersonal and oral communication skills
- Comfortable using computer technology and social media and adept at learning new technology and databases
- Proficient in Microsoft Office: Word, Excel, and PowerPoint
- Experience using a CRM, donor management system, or other database desired
- Personal commitment to social justice – including economic, housing, and racial justice
- Demonstrated comfort working with people from a wide range of backgrounds
- Valid WA State Driver's License

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Talk and hear on a regular basis
- Stand, walk, use hands to finger, handle, or feel, type, and reach with hands and arms
- Ability to occasionally lift office products and supplies up to 25 pounds
- Ability to climb and descend stairs multiple times per day, as the Coalition's office is located on the third floor of a building without access to an elevator
- Ability to complete work in a shared office environment where multiple staff may be working and talking at any point during the day
- Ability to work seated at a computer for the majority of each workday

## Work Environment

The Coalition is a small team of enthusiastic, hard-working, and often very busy people. It is a very fast-paced environment with little down-time outside of scheduled breaks, but where staff enjoy each other's company and take time to build a supportive and inclusive culture.

This position is not eligible for remote work except for rare occasions. Schedule is typically Monday-Friday from 9am-5:30pm, with occasional evening and weekend work.

## Pay and Benefits

Pay Rate: \$19-21/hr (Full Time, Non-Exempt), paid twice per month

This position includes the following benefits:

- ORCA Card for use on public transportation
- 100% employer-paid health, vision, and dental benefits
- 20 Days Paid Time Off (accrues hourly, in place of separate sick leave and vacation days)
- 10 Holidays (including 1 floating holiday per year)

## How to Apply

To apply, email the following to [operations@homelessinfo.org](mailto:operations@homelessinfo.org) with "Membership Organizer" in the subject line:

- Current resume highlighting relevant experience and skills
- A cover letter describing why you are applying for this position and how your previous experience qualifies you for this role
- Your preferred start date if hired

Resumes will be reviewed as they are received, with preference given to applications received by **May 28, 2019**; we will accept applications until the position is filled. Interviews will be conducted on a rolling basis, and will include an initial phone screen and at least one panel interview. **Please note that we will only review resumes and evaluate candidates whose cover letters are responsive to the position qualifications. Attachments in .pdf format preferred.**

Early applications are strongly encouraged, as we will review applications on a rolling basis as they are received.

## Equal Opportunity and Commitment to Diversity and Inclusion

The Coalition on Homelessness believes that a diverse workforce and an inclusive workplace culture enhance our ability to fulfill our mission. As an organization working to ensure safety, housing, and justice for people who are often marginalized by society, we seek to bring our values into the workplace through creating an inclusive work culture where our policies and procedures, including recruitment and hiring, reflect our commitment to social justice, and where all our staff feel valued.

We are committed to providing a culture of mutual respect where equal employment and promotional opportunities are available to all applicants and staff without regard to race, color, creed, religion, sex, sexual orientation, gender identity, age, national origin, citizenship, veteran or marital status, sensory, physical or mental disability, housing status or history, and any other characteristic protected by applicable law. We prohibit discrimination and harassment of any kind.