

We're hiring a Member Connector and Program Coordinator!

Priority to applications received by July 24th, 2022, 11:59 PM (PT). Open until filled.

About the Coalition on Homelessness

The Coalition is a trusted and respected voice in our community as an advocate for people experiencing homelessness. We are a membership organization whose mission is to mobilize our community to challenge systemic causes of homelessness and advocate for housing justice. We envision a region that acts on a shared sense of responsibility to ensure everyone has a home. Our core values are Equity, Justice, and Collective Action. For more information about our current work, please visit www.homelessinfo.org.

Position Summary

We are looking for a person who is a strong relationship-builder with experience working in direct human services to join our small and mighty team. This position requires excellent verbal and written communication skills; experience planning and facilitating small and large conversations and meetings; a strong understanding of service system issues as they relate to Coalition members; the ability to create a respectful and inclusive forum for dialogue and collaboration; and the skills and instincts to work effectively with individuals from diverse economic circumstances, cultural and ethnic backgrounds, physical and mental abilities, and sexual orientation. 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. This position will report to the Senior Manager for Member and Civic Engagement.

Please read details about our COVID-19 precautions in the section below titled 'Working Conditions' before submitting an application.

Essential Duties and Responsibilities

Member Engagement and Mobilization Serve as Coalition's lead staff to engage staff and guests of member organizations in key Coalition projects and activities including issue, budget, and policy advocacy at the local, state, and federal levels; voter registration and education; and special projects.

- Stay abreast of relevant environmental changes, including agency, system, and policy changes that affect direct service providers and people experiencing homelessness.
- Plan and execute membership meetings, trainings, and professional development opportunities for direct service staff; incorporate members' priorities and feedback.

- Build relationships with member organizations and other community-based services across King County; represent the Coalition at relevant community meetings; demonstrate value of membership in the Coalition and support annual membership campaign.
- Support development and coordination of trainings and other gatherings related to community projects and member services, including in-person and on-line activities related to voter registration and civic engagement; storytelling; advocacy; and practical supports for people experiencing homelessness.

Program Coordination

- Coordinate logistics for meetings and trainings: work with guest presenters, trainers, staff to develop agendas, prepare materials, and provide support before, during, and following sessions.
- Organize and coordinate all aspects of various Coalition projects and campaigns under the supervision of leadership team. This includes coordination and communication with volunteers.
- Convene, facilitate, coordinate, and staff work groups with Coalition members, volunteers, and partners.

Communications and documentation

- Draft written communications to inform and engage members and community partners.
- Ensure up-to-date information is readily available in a variety of electronic spaces (website, blog, electronic files)
- Thorough, accurate, and timely documentation of processes and systematic collection of information to ensure good coordination, meet reporting requirements, and maintain accurate and useful organizational data.

Essential Knowledge, Skills, and Abilities

- Minimum of two years' experience in a paid or significant volunteer role in human services, health care or related field or in a membership or community-based organization.
- Strong background in human services, community engagement, or community organizing.
- Demonstrated project coordination skills, including ability to define project tasks and resource requirements; plan, schedule and implement project timelines involving multiple partners; produce interim and final reports for dissemination and presentation to a variety of audiences.
- Demonstrated track record of bringing projects and tasks to completion within a set timeline
- Thoughtful, thorough, and attentive to detail
- Familiarity with planning and providing staffing support for meetings, workshops, events, or task-focused groups.
- Exceptional interpersonal, written, and oral communication skills, including the ability to establish and maintain effective working relationships with people living with and without

homes, from diverse economic circumstances, cultural and ethnic backgrounds, physical and mental abilities, and sexual orientations.

- Excellent time management and advance-planning skills, and ability to be flexible and adapt to changing needs in a fast-paced work environment
- Quick learner and self-starter with a proactive approach to work who can anticipate needs, exercise good judgment, and take a creative approach to solving problems.
- Solid computer competency with standard Microsoft Office products (Word, Excel, Outlook)
- Understanding of how structural racism and other systems of oppression intersect with homelessness and related issues of poverty, mental illness, substance abuse, sexual assault, and domestic violence.
- Familiarity with practice, programmatic, and public policy responses to homelessness, poverty, mental illness, substance abuse, sexual assault, and/or domestic violence
- Commitment to the Coalition's mission, vision, and values. vision and values

Strongly preferred:

- Experience with using databases or CRMs and mass email systems to manage and disseminate information desired.
- Experience in peer education, staff training, or professional development preferred.
- Experience and understanding of how to help people navigate systems and services desired.

Working Conditions

Work takes place in a small office with a dynamic shared-workspace environment. Due to the current COVID-19 pandemic the office has adopted a hybrid model of in-person and remote work. We take seriously our responsibility to protect staff and community health by limiting the spread of disease: Workplace protocols are guided by the best current information and guidance provided by local, state, and federal public health agencies. All staff are fully vaccinated and boosted against COVID-19 according to current public health guidance. Offer of employment is conditional on candidate submitting proof of current vaccination for COVID-19. Separate office work areas ensure as much physical distancing as possible. Masks must be worn in the office in shared spaces. This position is primarily in-person (in both office and community settings) due to the nature of work.

Work performance includes long periods of sitting, working on a computer. Ability to lift and carry up to 40 lbs. on an occasional basis. Some early morning, evening, and weekend hours are required. Community work will take place in a variety of outdoor and indoor settings, in all types of weather, using appropriate COVID-19 precautions. The Coalition offices are located on the third floor of an older building without elevator access. Stairs are steep.

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Coalition employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

Compensation and Benefits

Employment type: Full time (40 hours), non-exempt



Starting Compensation: \$23-27 per hour depending on experience

Benefits: Generous benefits package includes 100% employer-paid medical, vision, & dental insurance for employee, commuter benefits (Orca card), and Employee Assistance Program. SEP IRA retirement account contribution. Flexible Paid Time Off (20 days plus 11 paid holidays.) Flexible scheduling by approval of supervisor.

To apply: Send resume and cover letter to hr@homelessinfo.org with "Program Coordinator" in the subject line. **Attachments in .pdf format preferred.**

- Current resume highlighting your 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. Please include your preferred start date if hired.

Resumes will be reviewed as they are received, with preference given to applications received by **11:59 pm Pacific time July 24th, 2022**. This position is open until filled. Interviews will be conducted on a rolling basis. Please note that we will only review resumes and evaluate candidates whose cover letters are responsive to the position qualifications.

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.