



North Carolina Coalition

securing resources ■ encouraging public dialogue ■ advocating for public policy change

to End Homelessness

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The North Carolina Coalition to End Homelessness is seeking to add a skilled Project Specialist to our team. The position will remain open until the appropriate candidate is identified and hired.

The North Carolina Coalition to End Homelessness is a statewide membership nonprofit created to secure resources, encourage public dialogue, and advocate for public policy change to end homelessness. NCCEH seeks to create alliances dedicated to changing the current system to end homelessness by addressing root causes and challenging North Carolina's acceptance of today's pervasive homelessness. Because we know this pervasive homelessness has not always existed, we know we can end it. NCCEH's policy agenda is focused on bringing about an end to homelessness through prevention, increased access to and flexible funding for services, affordable housing production, increased funding for housing and homelessness programs, and targeting policies that exacerbate poverty.

Primary Responsibilities

- Direct Technical Assistance
 - Respond to technical assistance requests from individuals on various homelessness topics
 - Provide training and facilitation to both small and large groups on defined topics, including Continuum of Care and HEARTH
 - Work with team to plan and organize NCCEH events
- Resource Creation
 - Develop technical assistance tools and resources for communities to implement strategies to end homelessness
 - Develop resource materials and products for a variety of audience types
 - Collect and evaluate information about best practices, policy, and research related to homelessness
- Relationship Building/Coalition Development
 - Assist in the cultivation of relationships with NCCEH partners
 - Communicate organizational goals and activities to external stakeholders
 - Assist with grant and funding opportunities
- Advocacy/Organizational Direction
 - Provide input on NCCEH policy
 - Assist in NCCEH advocacy activities

Essential Skills/Qualifications

- Knowledge and practical understanding of the homelessness field including funding streams, population-specific needs, planning efforts, continuum of care practice, housing and service models
- Experience working in or with a direct service organization or local government agency responsible for administering a social service program
- Experience working with HUD Programs & management of HUD Grants
- Strong presentation skills and experience using Microsoft PowerPoint and other training techniques based on adult learning theory
- Ability to participate in and facilitate group meetings as needed
- Strong writing and editing skills
- Ability to produce key deliverables within tight timeframes and simultaneously manage several projects
- Experience working in partnership with other staff and team members on specific project assignments
- Excellent listening, assessment and problem-solving skills
- Demonstrated knowledge of Microsoft Office, contributing content to CMS website, and Adobe Creative Suite

Bachelor's Degree required; advanced degree in related field preferred. Three to six years of professional experience in any of the areas above required.

Salary commensurate with experience; hiring range: \$37,000-41,000. Excellent benefits and leave package available for this Raleigh-based position. Travel required.

How to Apply: Email résumé, cover letter and three references (minimum one professional) with "Project Specialist" in the subject line to denise@ncceh.org. Résumés will be accepted until the position is filled. NCCEH is an equal opportunity employer.