



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 a part-time Project Specialist.

The ideal candidate will be committed to getting results in a fast-paced environment and able to handle a heavy workload and keep track of detailed information. This position will be responsible for assisting with NCCEH's strategic initiatives.

About NCCEH

The mission of the North Carolina Coalition to End Homelessness is to end homelessness by creating alliances, encouraging public dialogue, securing resources, and advocating for systemic change. NCCEH works with communities to address root causes of homelessness by developing and implementing data-driven strategies that are focused on permanent housing and appropriate services.

NCCEH staff work as a trust-based, collaborative team to create a dynamic, creative workplace that focuses on questioning the status quo in order to bring about systems change.

Primary Responsibilities

The Project Specialist, who is based in Raleigh, NC, reports to the Program Director and is responsible for the following:

- 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

- Community Facilitation and Technical Assistance
 - Using program outcomes to assist community partners with performance improvement
 - Assisting agencies to manage organizational change to promote data-driven, evidence-based strategies
 - Interacting with partner organizations to collect and accurately interpret information
 - Assembling, organizing, and summarizing information into useful documents for diverse audiences

- Building and Managing Relationships
 - Assisting with the development and management of relationships with foundations and other private funders to promote strategies to end homelessness
 - Assisting with the development and relationships with elected officials and public sector staff

General? Work with team to plan and organize NCCEH events

Essential Skills/Qualifications

We're seeking candidates who excel in relationship building, are results-oriented, and have strong project management skills. You should have:

- A commitment to social justice and NCCEH's mission
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Excellent listening, assessment, and problem-solving skills with a collaborative style
- Demonstrated project management experience for major projects or initiatives
- Strong communication, including written and presentation skills
- Strong organizational skills with demonstrated critical, analytical, and lateral thinking
- Creative problem solving to address barriers
- Ability to produce key deliverables within tight timeframes and simultaneously manage several projects

Essential Knowledge

- 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
- Demonstrated knowledge of Microsoft Office, contributing content to CMS website, and Adobe Creative Suite

Bachelor's Degree required; advanced degree in related field preferred. A minimum of five years of professional experience in any of the areas above required.

This is a part-time position with flexible hours. Salary commensurate with experience. Excellent benefits and leave package available. Travel required.

How to Apply

Required application documents:

- Résumé
- Cover Letter
- Writing Sample
- Reference List o Include 3 professional references and describe how you know the individual and how long you have known the individual.

To apply, email résumé, cover letter, reference sheet, and a writing sample to NCCEH's online form available at <http://www.ncceh.org/joinourteam>. Applications will be accepted until the position is filled. Applications received by March 18, 2016 are guaranteed review.