



Continuum Management Assistant Job Description

The Mid-Alabama Coalition for the Homeless is the HUD-designated Continuum of Care for a five-county area including Montgomery, Autauga, Bullock, Elmore, and Lowndes counties. The Continuum of Care (CoC) oversees HUD's local planning process for the distribution of funds for homeless programs. The CoC evaluates community needs and makes plans to deliver housing and services to meet those needs. A CoC system includes all of the various types of services that an individual or family experiencing homelessness or at risk of homelessness may need. MACH works with many partner agencies and service professionals to accomplish the tasks in its plans. The Continuum Management Assistant will assist the Executive Director in the planning, assessment and organizational tasks necessary to fulfill the duties of the agency. These duties include, but are not limited to:

- Coordinate the meetings of the various CoC committees to ensure that they are working toward the goals in the CoC's strategic plan.
- Keep documentation of CoC goals and objectives throughout the year in preparation for the annual CoC Consolidated Application.
- Obtain agency/member input in compilation of surveys and reports, including homeless enumeration, gaps analysis, and other data collection activities.
- Maintain the CoC website with current information for the public and partner agencies.
- Prepare and send monthly e-newsletters to the CoC members and stakeholders.
- Update the CoC's social media accounts as needed to disseminate important information.
- Ensure that all meeting arrangements are made for Board meetings, General membership meetings, Committee meetings, and other special meetings or training events, including room arrangements, notices, agendas, and materials needed for the meetings.
- Maintain the membership database and distribute to members.
- Assist the Membership Committee in recruiting members as needed to ensure adequate representation of homeless services agencies, members of the business community, homeless and formerly homeless persons, governmental agencies and other stakeholders.
- Work with partner agencies on special projects as the need arises.
- Attend HUD Technical Assistance and other workshops and meetings to remain abreast of regulations regarding homeless issues.
- Perform administrative duties to ensure the proper functioning of the Continuum of Care and other duties as assigned by Executive Director.

Necessary Skills:

- Ability to communicate effectively both written and orally
- A self-starter who is able to work independently, as well as in groups
- Proficient in current technology and computer applications and willing to learn new software
- Comfortable initiating contact with agency directors and staff to engage those agencies in MACH membership
- Respectful of both cultural and social differences
- Understands the limited resources of nonprofits and implements ideas that are cost effective

Some college or equivalent experience required. Bachelor's degree preferred. This is a full-time position at 35 hours per week. It is grant-funded and will exist as long as funds are available. Send resume and cover letter to mach@midalhomeless.org by March 13, 2020. No phone calls please.