

Job Announcement

Position: Continuum Management Assistant

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:

- Perform administrative duties to ensure the proper functioning of the Continuum of Care and efficient operation of the office (includes receptionist duties).
- Keep documentation of CoC goals and objectives throughout the year in preparation for the annual CoC Consolidated Application for HUD funds.
- Ensure that all 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 meetings.
- Coordinate meetings of the various CoC advisory committees to ensure that they are working toward the goals in the CoC's operational plan.
- 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.
- Maintain and manage the MACH membership database.
- Obtain agency/member input in compilation of surveys and reports, including homeless enumeration, gaps analysis, and other data collection activities.
- Make minor updates to the CoC website with current information for the public and partner agencies.
- Update the CoC's social media accounts as needed.
- Prepare and send regular e-newsletters to the CoC members and stakeholders.
- Attend HUD Technical Assistance and other workshops and meetings to remain abreast of regulations regarding homeless issues.
- Work with partner agencies on special projects as the need arises.
- Perform other duties as assigned by Executive Director.

Applicants must be:

- Able to communicate effectively orally and in writing
- Able and willing to take initiative and work independently, as well as in groups
- Proficient in database management, current technology and computer applications, and willing to learn new software
- Comfortable initiating contact with various organizations to encourage MACH membership and engagement in activities
- Respectful of cultural and social differences
- Aware of the limited resources of nonprofits and able to operate in ways that are cost effective

Some college or equivalent experience required; Bachelor's degree preferred. This is a full-time position. It is grant-funded and will exist as long as funds are available.

To apply: Submit resume with cover letter to mach@midalhomeless.org or mail to: MACH, 101 Coliseum Boulevard, Montgomery, AL 36109. **Deadline for submission:** Tuesday, January 26, 2021. **No phone calls, please.**