

## VERMONT HOUSING FINANCE AGENCY POSITION DESCRIPTION

**JOB TITLE:** Chittenden Homeless Alliance Coordinator

**Date Created:** January 26, 2017

**Reports To:** Alliance Steering Committee

**Date Revised:** January 26, 2017

**Internal VHFA Contact:** Director of Policy & Administration

### **SUMMARY OF POSITION:**

As primary staff member of the Chittenden County Homeless Alliance, supports the administrative work under the direction of the Steering Committee.

### **SPECIFIC RESPONSIBILITIES:**

1. Work as staff to and under the direction of its Steering Committee. This includes managing meeting schedules, agenda and minutes.
2. Establish a process for distribution and retention of Alliance documents.
3. Develop strong working relationships with members and partners of the Alliance.
4. Attend all Alliance meetings, including but not limited to the Steering Committee, Coordinated Entry, Strategic Planning, and NOFA Committee. Take minutes in consistent format and distribute appropriately.
5. Research information for the committees, as requested.
6. Support quarterly meeting, including attendance, publicity, location, set up and refreshments.
7. Responsible for maintaining the Alliance's web presence and mailing lists, including email.
8. Orientate new members of the Alliance. Establish a consistent process and content for such.
9. Create and manage electronic Google documents.
10. Other duties as assigned.

**SUPERVISES:** N/A

### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- ◆ Associate's Degree or equivalent work experience.

### **JOB KNOWLEDGE AND EXPERIENCE:**

- ◆ Must be comfortable working with target population and community stakeholders, and respectful of persons with diverse backgrounds, experiences and opinions.
- ◆ Must possess ability to learn, adapt, communicate calmly/professionally, and develop effective working relationships – both orally and in writing – with the Alliance and with partners/members.
- ◆ Familiarity and experience with committee, board and volunteer work is desirable. Must be able to work within a group direction.

- ◆ Experience compiling and editing grant submissions desirable.

**GENERAL JOB QUALIFICATIONS:**

- ◆ Must have excellent organizational skills and ability to manage multiple priorities with sensitive timelines and specific deadlines.
- ◆ Proficiency with Microsoft Office products (Outlook, Excel, and Word) and the internet, including web page management and editing, and the use of Google Docs.
- ◆ Must possess excellent written and verbal communication skills as well as excellent public speaking/presentation skills.
- ◆ Exceptional customer service and people skills, the ability to work independently and in a team environment, and flexibility are required.
- ◆ Valid Driver's License and a personal automobile which is reliable and consistently available for travel around the State of Vermont. Mileage will be reimbursed according to the current IRS guidelines.
- ◆ Must be available for occasional evening and weekend work.

**ACKNOWLEDGMENT**

I have read the above job description. I understand the duties and responsibilities of the position.

**Print or type your name: \_**

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**Sign your name: \_**

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**Date: \_\_\_\_\_**