



## **Position Description: Program Coordinator**

### **About HHAV**

The Housing & Homelessness Alliance of Vermont was recently formed through a merger of the Vermont Affordable Housing Coalition and Vermont Coalition to End Homelessness. As a merged organization, HHAV unites the voices from the housing and homelessness fields and leverages the expertise of its board and 60+ member organizations to meet the needs of vulnerable Vermonters and advocate for effective policies to ensure that all people living in Vermont have safe, stable, affordable homes and if homelessness occurs, it is brief, rare, and non-recurring.

We accomplish this through advocacy, education, collaboration, and outreach. We are also the Collaborative Applicant for the Balance of State Continuum of Care and we work closely with Continuum of Care colleagues in Chittenden County.

### **Position Overview**

The Program Coordinator reports to the Executive Director. The Program Coordinator's primary responsibilities are to coordinate and manage work and projects in the areas of outreach, development, communications, issue advocacy, and internal administration, including assisting in the effective management of HHAV's Collaborative Applicant responsibilities for the Vermont Balance of State Continuum of Care.

## **Detailed Responsibilities**

### **Outreach:**

- Assist in development of annual training and education plans with partner organizations.
- Assist in coordination of Homelessness Awareness Day.
- Support local housing coalition meetings with organizational development and general support, training and technical assistance, and coalition management.
- Assist with annual Housing Inventory Count and Point in Time Count, in partnership with local, regional, and state partners.

### **Communications:**

- Manage internal communications platforms, including website updates, listserv communications.
- Coordinate media relations, incoming media, email, and direct messages, schedule media interviews with the appropriate spokespeople, organize and coordinate press conferences, and manage press outreach, including maintaining press contacts and sending press releases.
- Coordinate regular communications with HHAV membership about events, funding, and news.

**Internal Administration:**

- Provide administrative support for the Executive Director and Continuum of Care Program Director including but not limited to scheduling and coordinating meetings and other general administrative functions.

**Issue Advocacy:**

- Track legislation and provide substantive and administrative support for issue campaigns, including maintaining an organized system of tracking, monitoring, and prioritizing tasks and reviewing and editing research memos, briefs, reports, projects, and presentations in a variety of formats to engage a diverse range of constituents.
- Build and sustain relationships with coalition partners and other community stakeholders and groups essential to advancing HHAV priorities. Move at the speed of trust with potential partners and continuously look for how HHAV can support our partners, especially those working with directly impacted communities.

**Development:**

- Manage the donor database.
- Process and acknowledge gifts/donations in a timely and personalized manner.
- Coordinate donor mailings, and help plan events.
- Support grant writing and administration with both government and non-government funding sources.
- Exceptional initiative, vision, and ability to develop and implement short and long-term integrated advocacy strategies.

**Qualifications:**

- Demonstrate a strong commitment to the mission of HHAV.
- Self-starter and ability to work independently
- Well-developed written and verbal communication skills
- Strong interpersonal and collaborative skills
- Excellent computer skills and knowledge of web-based media
- Basic Knowledge of WordPress and Mailchimp preferred.
- Exceptional initiative and ability to develop and implement short and long-term work plans.
- Ability to work effectively and collaboratively with diverse staff, coalitions, and community groups, motivate volunteers, work across the political spectrum, and value differences of race, ethnicity, age, gender, sexual orientation/identity, religion, ability and socio-economic circumstance.
- Demonstrated interpersonal skills and a collaborative mindset with the ability to work with HHAV staff as well as allies, coalition partners, and community leaders.
- Demonstrated ability to work in and build trust with historically oppressed communities.
- Strong project and time management skills, including demonstrated capacity to manage competing projects with tight deadlines and implement projects from start to finish with limited supervision.
- Demonstrated flexibility in problem-solving.
- Willingness to work occasional irregular hours, including some nights and weekends.
- Ability to use or quickly learn technological platforms (i.e., Zoom, social media platforms, volunteer and development management software, Google Drive, Sharepoint).
- Desired experience: Prior experience responding to homelessness or related field; nonprofit work, community organizing, direct service with vulnerable populations.

## **Commitment to Diversity and Inclusion**

HHAV is an equity-based employer. We value a diverse workforce and an inclusive culture. HHAV encourages applications from all qualified individuals without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, marital status, housing status, citizenship, disability, previous incarceration or involvement in the criminal justice system, or veteran status. We provide a friendly work environment, with flexibility and consideration of personal needs and circumstances.

## **Compensation**

- This is a full-time, exempt position, based in Vermont with a hybrid schedule
- Hiring salary is budgeted in the \$45,000-50,000 range, depending on experience
- Generous health insurance plan, three weeks of paid vacation, 14 paid holidays, sick leave, 403(b) retirement plan with employer contribution after one year, disability and life insurance and more.

**To apply, please send a letter of interest and resume to [fknaack@hhav.org](mailto:fknaack@hhav.org). Application review will begin on March 22, 2024.**