

METRO COMMUNITY DEVELOPMENT

POSITION: Continuum of Care (CoC) Coordinator

NUMBER OF OPEN POSITIONS: 1

POSITION OBJECTIVES:

The CoC Coordinator provides technical assistance and acts as the liaison to local non-profits including supportive housing programs and targets revitalization of neighborhoods. The CoC Coordinator also develops and submits grants to the U.S. Housing and Urban Development (HUD), Michigan State Housing Development Authority (MSHDA), foundations, local government, and other entities as needed. Community revitalization and improved housing are ongoing objectives and require the position to facilitate the process of partnerships and coalition building within the Flint/Genesee County Community.

ESSENTIAL FUNCTIONS:

1. Be a team member of Metro Community Development (MCD) to achieve its vision, mission, and goals.
2. Conduct the entire process of the CoC for Flint/Genesee County.
3. Assist in submitting grant applications to HUD, MSHDA, local governments, foundations, and other appropriate entities.
4. Implement HUD Supportive Housing grants, along with coordinating and monitoring sub-recipient grants working with other non-profit organizations.
5. Work in close partnership with other non-profits, HUD, MSHDA, local governments, foundations, and other entities in development the CoC strategy
6. Monitor CoC, ESG, TBRA and other program contracts and provide project evaluation to funded projects.
7. Conduct Sub-recipient Program and Agency Monitorings.
8. Provide technical assistance to prospective and existing Supportive Housing projects.
9. Review submission of payment requests and submit to the Vice President for review on a timely basis.
10. Prepare a monthly report accurately detailing all program expenditures.
11. Track the submission of Annual Progress Reports (APR) and ensure reports are submitted to HUD and other necessary entities.
12. Assist with the development of the annual CoC planning document and grants to the appropriate funding entity.
13. Attend and coordinate monthly CoC meetings and prepare and distribute meeting minutes.
14. Assist CoC Chairperson in the development and distribution of monthly Flint/Genesee County CoC Agendas.
15. Provide coordination activities to the CoC including communication of state directives and resources, training opportunities, and other community events.
16. Actively participate in sub-committee meetings. Provide guidance and technical assistance to other non-profits in planning, organizing, developing, and submitting applications. Facilitate meetings as needed.
17. Acquire knowledge and develop expertise in the area of homelessness and the community resources to help this population. Participate in educating the community on the issue of

homelessness and advocate for accessibility of community services. Attend community meetings regarding housing and other service issues for individuals and families experiencing homelessness.

QUALIFICATIONS

1. Bachelor's Degree in Business Administration, Public Administration, Urban Affairs, Community Development, Social Work, or related fields with experience in program management or administration. Advanced degree preferred.
2. Excellent verbal and written communication skills.
3. Have the ability to plan, organize and coordinate multiple projects, meet strict deadlines, and ensure appropriate program guidelines are being met.
4. Have knowledge of federal and state funded programs including the Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), Emergency Solutions Grant (ESG), Continuum of Care (CoC) and others.
5. Must possess a valid State of Michigan Driver's License, Automobile Insurance, and Reliable Transportation.

To apply send resumes to Tracey Jackson, Vice President of Community Development at amorey@metroflint.org