



Posting: January 9, 2017

COHHIO has an opening on our Balance of State Continuum of Care (BoSCoC) team. This position will join our expanding team to provide increased support to communities and homeless assistance providers in the 80 county area that makes up the Ohio BoSCoC. As part of the CoC Team, the CoC Coordinator will assist in the planning, coordination, and implementation of strategies to help the BoSCoC make progress on its goals to reduce and end homelessness in the 80 county homeless system.

Title: COHHIO CoC Coordinator II

Qualifications: Commitment to improving the housing situation of low-income and homeless people in Ohio. Bachelor degree from an accredited university required in Social Work, Counseling, Public Administration, Planning, Human Services, or related field. Ability to work effectively with community-based organizations and diverse constituencies; strong organizing, planning, and communications skills, including computer literacy. Knowledge of and experience with homeless services, programs, and best practices. Demonstrated ability to collaborate with other professional staff. Must be able to work independently and as part of a team.

Primary Responsibilities:

1. Assist the CoC Team with the management of the Ohio BoSCoC:
 - Provide support to Ohio BoSCoC workgroups/committees, as needed
 - Assist in completion of annual CoC application, including conducting project evaluation and assisting in determining funding recommendations
 - Monitor project and system performance
 - Plan and conduct trainings and provide technical assistance (TA) related to BoSCoC provider and/or system needs
 - Assist in planning of annual homeless count, collect all data, correct data, and assist in submission to HUD
 - Monitor legislative and regulatory changes related to any and all pieces of the McKinney-Vento Homeless Assistance Act
2. Provide funders, state departments, and other agencies/entities with support, information, TA, and referrals as required by CoC Director
3. Attend and participate in staff meetings, trainings, and other meetings as necessary to maintain knowledge base related to housing, homelessness, and CoC issues
4. Utilize COHHIO website, newsletters, and other social media outlets to distribute information regarding BoSCoC
5. Collaborate with other COHHIO staff, funders, and other local, state, and federal agencies on joint projects/missions as needed or as directed by CoC Director
6. Collaborate with and provide support to Training and TA Coordinator to target individual TA and develop TA plans
7. Complete all necessary reports and paperwork as appropriate to position



8. Work with CoC Team and BoSCoC committees/workgroups to establish annual BoSCoC priorities and workplans
9. Provide information on available housing-related resources in the community to individuals in need who seek the information from COHHIO
10. Complete other tasks as assigned by CoC Director

Verbal and written communication skills will be assessed as part of the interview process.

Competitive salary with full benefits offered.

This position is based at the COHHIO office in Columbus, Ohio. Most work with program participants will be conducted by phone or email. Some travel for training and technical assistance may be required.

Applying for this position:

1. Send via email to ericamulryan@cohhio.org
2. Subject line should read: CoC Position
3. Attach both resume and cover letter in PDF format
4. Applications received not following the above instructions will not be considered

Deadline for submissions: February 10, 2017

No phone call inquiries



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