



## COHHIO Seeking Online Technical Assistance Coordinator

### About Us

The Coalition on Homelessness and Housing in Ohio (COHHIO) is a private, not-for-profit 501(c)(3) agency founded in 1994 that is committed to ending homelessness and promoting decent, safe, fair, affordable housing for all, with a focus on assisting low-income people.

**Title:** Technical Assistance Coordinator

### Position Summary

COHHIO's CoC, HMIS, and Training and Equitable Practice programs are seeking a Technical Assistance Coordinator to work with the programs to expand content in the COHHIO eLearning Center. Under the direction of the CoC Director, the Technical Assistance Coordinator will work with each program to identify new content/courses to include in the eLearning Center, work with staff and other subject matter experts to develop course content, and lead overall development and operations of the eLearning Center. The COHHIO eLearning Center provides critical and comprehensive training opportunities for both new and seasoned staff in homeless services systems across Ohio. Responsibilities may include:

General:

- In collaboration with COHHIO staff, develop short and long-term strategies to expand offerings in COHHIO's eLearning Center
- In collaboration with staff and other content experts, develop courses for the COHHIO eLearning Center that align with short and long-term strategies
- Manage the eLearning platform, and develop protocols to guide the process for adding new content, revising existing content, evaluating its effectiveness
- Maintain effective communication with management, other team members, partners, and end-users
- Attend meetings as needed
- Participate in policy and data analysis discussions as needed
- Manage self and position responsibilities in a manner that is congruent with COHHIO values, mission, policies and procedures
- Consistently interact professionally with a diverse audience at all levels
- Perform other duties as may be assigned

### Minimum Qualifications and Requirements

Experience and Education

- Bachelor's degree from an accredited four-year college or university or equivalent experience or training (i.e., instructional design, online, or classroom experience)
- One to three years of relevant experience or training

Required Background/Knowledge

- HTML and CSS proficiency
- Experience with learning management systems such as Litmos
- Curriculum/instructional design experience
- Training experience, whether technical or otherwise
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Proficient use of inter- and intra-office communication tools such as email, video conferencing, teleconferencing, GoToMeeting, and similar tools



#### Desired Skills

- Technical writing experience or education
- Graphic design experience or education
- Willingness to explore new platforms and tools related to online learning and virtual, interactive trainings
- Strong analytical, decision-making, problem-solving, organization, and time-management skills
- Self-motivated with ability to work independently
- Attention to detail
- Can effectively present information and respond to questions from partner agencies, governmental entities, and community stakeholders
- Ability to work effectively and professionally with people from diverse backgrounds
- Ability to learn quickly, anticipate and meet established deadlines, and regularly produce high quality work products in a deadline-driven environment
- Team player and collaborator with a positive attitude

#### Travel/Work Schedule

- When COVID-19 pandemic restrictions are lifted, COHHIO travel expectations are anticipated to be as follows:
  - Occasional out-of-state travel for professional conferences, training, or presentations (generally less than one week for each occurrence)
  - Occasional local or in-state travel for community presentations or onsite support
  - Schedule may fluctuate based on workload
- Remote candidates may be considered

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*COHHIO is committed to cultivating and preserving a culture of equity and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring. COHHIO especially welcomes applications from individuals with lived experience related to our mission.*

Salary range \$50k - \$60K based upon experience. Benefits available.

#### **Apply for this position**

1. Send via email to [ericamulryan@cohhio.org](mailto:ericamulryan@cohhio.org)
2. Subject line should read: Technical Assistance Coordinator
3. Attach both resume and cover letter in PDF format
4. Applications received not following above instructions may not be considered

**Review of applications will continue until the position is filled.**