



## **About Us**

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

COHHIO is seeking a Continuum of Care (CoC) Coordinator to assist in the provision of guidance and support to the Ohio Balance of State Continuum of Care (BoSCoC). The Ohio BoSCoC is the formal homeless system that covers the state's 80 rural and suburban counties. The BoSCoC team oversees the system and the projects therein, striving to improve system operations and the provision of services with the overarching goal to reduce and end homelessness.

**Title:** CoC Coordinator

## **Position Summary**

Under the direction of the CoC Director of the Ohio BoSCoC and in collaboration with the CoC team, the CoC Coordinator will:

- Provide support to Ohio BoSCoC workgroups/committees, as needed
- Assist in completion of annual CoC Program grant 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 provider and/or system needs
- Assist in planning of annual homeless count, collect all data, correct data, and assist in submission to HUD
- Assist with ongoing system analyses
- Assist with program monitoring and compliance
- Maintain needed policies and procedures and other guidance documents in compliance with federal requirements and best practices
- Maintain proficient working knowledge of HUD CoC and ESG program requirements and regulations
- Work with the CoC team to advance its race equity work
- Engage people with lived experience of homelessness in all aspects of the CoC's work
- Support implementation of the CoC's Coordinated Entry (CE) system
- Develop and implement plans and strategies to increase housing and homelessness resources within the CoC

## **Other Responsibilities**

- Maintain effective communication with management, other team members, partners, and providers
- Attend meetings as needed
- Participate in policy and data analysis discussions and activities as needed
- Maintain complete and adequate files and records

- 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 assigned

### **Minimum Qualifications and Requirements:**

- Commitment to improving the housing situation of low-income households and people experiencing homelessness
- Experience or knowledge of homeless services and systems
- Education and/or experience in human services, social work, system or program management, public policy or planning, or equivalent. Bachelor's degree preferred, but not required.
- Experience with systems planning and coordination efforts
- Ability to manage multiple projects and deadlines independently
- Ability to work effectively with community-based organizations and constituencies in both an urban and rural context

### **Travel, Work Location, Work Schedule**

- Position is based in Columbus, Ohio
- COHHIO operates in a hybrid work model and employees have significant flexibility to determine their work schedule
- COHHIO operates on a 4-day a week, 34-hour schedule with most Fridays off
- Remote candidates will be considered
- COHHIO travel expectations are as follows:
  - Occasional out-of-state travel for professional conferences, training, or presentations
  - Occasional local or in-state travel for community presentations or onsite support

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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 is \$55,000 - \$65,000. Benefits available.

### **Apply for this position**

1. Send via email to [ericamulryan@cohhio.org](mailto:ericamulryan@cohhio.org)
2. Subject line should read: CoC Coordinator Position
3. Provide both resume and cover letter

**Applications will be accepted until the position is filled.**