



The Coalition on Homelessness and Housing in Ohio (COHHIO) is seeking a full-time, self-motivated, experienced individual as its Director of Training and Technical Assistance (T&TA). This position is full-time and will work under the direction of the Managing Director to implement the goals of this program.

Purpose: COHHIO is tackling strategies to address ending homelessness and promoting decent, safe, fair, affordable housing for all with a focus on assisting low-income people and those with special needs. It is doing this by addressing inequities across the homeless and housing system. COHHIO is attempting to address these deeply entrenched issues by providing technical assistance and training targeted towards reducing and ending homelessness.

Minimum Qualifications:

- Commitment to COHHIO's mission of ending homelessness and promoting decent, safe, fair, affordable housing for all with a focus on assisting low-income people and those with special needs.
- Bachelor's degree in a social services or related field; Master preferred. Equivalent work experience will be accepted.
- A minimum of 5 years' experience in activities related to homelessness and housing issues, such as development and/or organizing and advocacy; ability to work effectively with community-based organizations and diverse constituencies; good organizing, policy analysis and communications skills, including computer literacy.
- Experience with homeless services, homelessness prevention, emergency shelters, transitional housing, rapid re-housing, and permanent supportive housing.
- Experience working with governmental regulations and guidelines in the eligibility, management and accountability of homeless and housing projects.
- Demonstrated ability and experience in collaboration with work teams both internal and external to the agency.
- Requires program administrative experience, leadership ability, and organizational skills.
- Demonstrates knowledge and expertise in racial equity and anti-racism work.
- Must have skills to plan, coordinate, implement, and/or facilitate a variety of trainings/workshops.
- Ability to conceptualize, analyze and follow-through with multiple, competing priorities.
- Excellent verbal and written communication skills with ability to lead, facilitate and participate in collaborative partnerships.
- Experience using a variety of tech skills and presentation platforms.

Primary Responsibilities:

- Serves as the lead for COHHIO's training and technical assistance activities under the direction of the Managing Director
- Plans, organizes, develops, and presents technical assistance to homeless service providers, affordable housing organizations, community organizations, and others regarding various technical assistance and training
- Develop training curricula, toolkits, resources, and other capacity building materials
- Coordinate the development of COHHIO's Annual Conference
- Provide funders, state departments, and other agencies/entities with support, information dissemination, technical assistance and referrals as warranted



- Attends and participates in staff meetings, trainings and other meetings as necessary to maintain knowledge base related to housing, homelessness, and continuum of care issues
- Utilizes COHHIO website, newsletters, and other social media outlets to distribute information regarding training and technical assistance opportunities
- Collaborates with other COHHIO staff, funders and other local, state, and federal agencies on joint projects/missions as needed
- Fulfills all necessary reports and paperwork as appropriate to position
- Provide information on available housing-related resources in the community to individuals in-need that seek this information from COHHIO
- Provide leadership and/or support to COHHIO's Racial Equity Committee (REC) and Racial Equity Action Committee on Homelessness in Ohio. (R.E.A.C.H Ohio) work
- Provide subject matter expertise in homelessness, housing, racial equity and housing stability areas
- Other duties as assigned

Salary range \$70K - \$75K based upon experience. Benefits available.

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.

Applying for this position

1. Sent via email to douglas.argue@cohhio.org
2. Subject line should read: Director of Training and Technical Assistance
3. Attach both resume and cover letter in PDF format
4. Applications received not following above instructions will not be considered

COHHIO will acknowledge receipt of your submission.

Applications will be accepted until the position is filled.