**JOB TITLE: Local Homeless Coalition (LHC) Specialist**

**ABOUT THN:**

Incorporated in 1991, Texas Homeless Network (THN) is a 501(c)(3) non-profit organization that is dedicated to addressing homelessness statewide through education, resources, and advocacy. THN provides training and technical assistance on best practices to prevent and end homelessness. THN serves as the lead agency and Homeless Management Information System (HMIS) lead agency for the TX BoS CoC which covers 215 counties in the state. We are a dynamic non-profit organization committed to designing and implementing community-wide policies and programs grounded in collaborative partnerships, data-driven decision making, as well as innovation, bold thinking, and creativity.

**DESCRIPTION:**

THN seeks to fill the full-time position of Local Homeless Coalition (LHC) Specialist. The LHC Specialist assists approximately 25 LHCs across the Texas Balance of State Continuum of Care (TX BoS CoC) to collaborate on preventing and ending homelessness in their communities as well as to align efforts with the CoC. The position will support local change agents to identify and address the needs of their own communities as well as the CoC. The work involves assisting coalitions at varying levels of organizational development, in diverse communities, and with differing needs. The position requires strong interpersonal skills, including communication, empathy, and flexibility. Being organized and skilled in time management and project management will allow the LHC Specialist to help the LHCs and the CoC make the best use of the governance structure. This position works closely with the CoC Manager and the LHC VISTA member and will routinely collaborate with other members of the THN team on specific activities. The ideal candidate is engaging, supportive, a leader and a team player, and experienced with helping groups to organize, plan, and achieve goals. This position is grant funded, and employment is contingent on the continued receipt of grant funds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serving as the LHC Point Person at THN

* Coordinate work with the LHC VISTA member

Support LHC Development

* Engage with and maintain communication with LHC Chairs year-round in multiple ways
* Continually assess LHCs’ and LHC Chairs’ needs and work to address them
* Respond to requests from communities for assistance with developing an LHC or advancing the operations and strategic growth of an LHC
* Provide guidance and training on relevant topics to LHC Chairs, LHC members, and community members to support understanding and strategic decision making
* Work closely with the LHC VISTA member to maintain list of LHCs, LHC Chairs, LHC membership, and LHC activities, and update THN databases and staff when changes occur
* Review and file LHC Meetings’ attendance lists and meeting minutes and share pertinent information with relevant staff
* Learn and facilitate implementation of best practices in group facilitation, organizational development, and collective impact

Support LHC Chairs Professional Development

* Coordinate and facilitate networking and professional development among LHC Chairs by
  + Organizing educational phone calls and/or webinars among multiple LHC Chairs
  + Connecting LHC Chairs with each other for peer learning opportunities
  + Maintaining a resource library and encouraging peer sharing of documents in a learning collaborative environments for LHC Chairs such as on THN’s website or on Basecamp
* Assist LHC Chairs to stay informed about CoC activities by inviting them to participate in CoC General Meetings, subscribe to the CoC’s email list, read the CoC’s blog, and follow THN on social media, and by emailing them pertinent information

Engage LHC Members

* Assist LHCs with recruiting new members/community partners, especially members outside of traditional homeless services providers, as requested, as Specialist is available, and as resources permit

Conduct Research, Data Analysis, and Training

* Use the CoC’s Homeless Management Information System (HMIS) to run community-level data reports
* Assist LHCs with running data reports, understanding data on homelessness in their communities, and using that data to make strategic decisions
* Produce materials, including templates and a Web resource, to resolve common issues and improve general practices; these materials may be used for onboarding new LHC Chairs and as part of an “LHC Start-Up Kit”
* Provide in-person support and community education activities to LHCs, as requested, as Specialist is available, and as resources permit

**QUALIFICATIONS:**

* Passion for social justice issues and desire to work toward the goal of ending homelessness
* Experience working with people experiencing homelessness
* Proven ability to manage multiple projects simultaneously.
* Excellent interpersonal skills relating to communication, motivation, and mentoring internal and external partners: communicating, observing and active listening, assessing performance, giving and receiving feedback, prioritizing, aligning resources, and organizing processes and tasks
* Strong ability to collaborate with others to plan, implement, and finish high-quality projects
* Excellent communication skills, both oral and written, including an ability to engage individuals who are in community leadership roles, write documents, and create training materials
* Knowledge of best practices in coalition building and collective impact
* Demonstrated ability to work with diverse stakeholders
* No specific degree is required for this position. Interested candidates should highlight any education or training they have received that will lend to this role.

**WORKING CONDITIONS:**

* Must be available to travel up to 20 percent of the time

**PAY AND BENEFITS:**

* $19.50/hour
* Benefits provided include health insurance, dental insurance, parental leave, and a matching retirement plan

**HOW TO APPLY**: Email a cover letter, resume, and list of three references to [hr@thn.org](mailto:hr@thn.org). Please include "Local Homeless Coalition Specialist" in the subject line. The application deadline is Tuesday, August 6, 2019.

Only those selected for an interview will be contacted. Priority consideration is given to people with lived experience of homelessness.

We are committed to Employment Equity, and we encourage applications from all qualified candidates.

THN is an Equal Opportunity employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.