



JOB TITLE: Emergency Solutions Grant (ESG) Specialist

REPORTS TO: ESG and SSVF Performance Coordinator

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.

DESCRIPTION:

THN seeks to fill the full-time position of Emergency Solutions Grant (ESG) Specialist. This position will support Emergency Solutions Grant (ESG) Program subrecipients funded through the Emergency Solutions Grant funding through the CARES Act (ESG-CV) in the Texas Balance of State Continuum of Care (TX BoS CoC). This position will evaluate outcomes of ESG-CV funded projects and provide technical assistance, education, and training to the subrecipients to improve performance.

This position is short-term, at minimum two years, due to being grant-funded. Employment is contingent on the continued receipt of grant funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate the organization of ongoing communication between ESG-CV subrecipients and the Texas Balance of State CoC.
- Evaluate ESG-CV subrecipients Written Standards for Service Delivery
- Work closely with THN's HMIS team, Data team, and Systems Change team to support ESG-CV subrecipients with using ClientTrack or a comparable database, reporting data, and participating in Coordinated Entry.
- Work closely with the State ESG Recipient, Texas Department of Community Affairs (TDHCA) to monitor TX BoS CoC CV-19 subrecipient Monthly Performance Reports and Monthly Expenditure Reports.
- Provide support to ESG and SSVF Programs Coordinator to develop and implement performance targets for ESG-CV subrecipients.
- Capture best practices from high-performing communities
- Produce, support, and participate in webinars as needed.
- Conduct site visits.
- Perform other duties as assigned.

QUALIFICATIONS:

- Two or more years of previous work experience in a professional environment.
- 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.
- Passion for justice, equity, ending homelessness and the belief ending homelessness is possible.
- Experience working with people experiencing homelessness.
- Ability to work independently and self-manage to achieve goals while being a strong team player.
- Proficient in Microsoft Office products (Word, Excel and PowerPoint) and Google Suite (Google Docs, Sheets, Slides, Forms) required.
- Experience with project management applications such as Basecamp, Trello, Jira preferred.
- Has the ability to speak to the public. Experience in both small and large settings, ability to organize and produce cogent presentations.
- Has the ability to establish and maintain effective working relationships with coworkers, state agencies, local government officials, nonprofit organizations, and the general public.
- Must possess the ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare concise reports; to develop and evaluate policies and procedures.
- Experience utilizing Tableau preferred.
- Experience using Adobe Connect preferred.
- Excellent clear and concise written and verbal communication.
- Proven ability to manage multiple projects simultaneously in a fast-paced, dynamic team environment and demonstrate a willingness to shift easily between various responsibilities with diverse stakeholders while having high attention to details.
- Ability to exercise excellent independent judgment and ownership of decisions.
- Creativity and innovation.

WORKING CONDITIONS:

- Must be available to travel up to 20 percent of the time.
- The position can be located anywhere in Texas with preference given to people who live and work in the Texas Balance of State Continuum of Care. The position provides for the flexibility to work from a remote location without the standard support available at an office if such an arrangement meets the needs of THN.

PAY AND BENEFITS:

- \$19.50/hour
- Benefits provided include health insurance, parental leave, dental insurance, and 401K.

HOW TO APPLY:

Email a cover letter, resume, and list of three references to hr@thn.org. Please include "Emergency Solutions Grant Specialist" in the subject line. The application deadline is 5:00 P.M. CST on May 29, 2020.

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 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.