



JOB TITLE: Independent Review Team Coordinator (CONTRACT POSITION)

REPORTS TO: Director of Planning

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 Texas Balance of State Continuum of Care (TX BoS CoC), which covers [215 counties](#) in the state.

DESCRIPTION:

Texas Homeless Network seeks to fill a contract position of Independent Review Team (IRT) Coordinator. This position is time limited, with activities expected to occur during the months of July through September 2021; start and end dates are contingent on the release of the FY2021 Continuum of Care Program Notice of Funding Opportunity.

The IRT is a group of CoC Stakeholders that review and score new and renewal CoC Program applications for the Continuum of Care as part of the local application process, which is managed through Survey Monkey Apply. The IRT Coordinator will play a critical role in the TX BoS CoC Application process. The IRT Coordinator will project manage this portion of the Continuum of Care Local Application process, working closely with other Balance of State Staff employed by Texas Homeless Network. Successful coordination of the IRT process will result in appropriately trained IRT members to ensure that all submitted applications are successfully reviewed by the IRT and submitted back to THN for the next step in the application process.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and conduct comprehensive training materials for Independent Review Team Members
- Provide individualized training and technical assistance to Independent Review Team Members
- Facilitation of the review process in Survey Monkey Apply
- Host "office hours" for Independent Review Team Members to seek guidance and support from a CoC representative
- Maintain communication with Independent Review Team Members throughout the review process
- Ensure applications are reviewed thoroughly and completely
- Coordinate the Independent Review Team payment process

- Ensure consistent, clear communication with key THN Staff before, during, and after the CoC Program Competition

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
- Proven ability to manage projects 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 detail
- Experience using a grant management software, preferably Survey Monkey Apply
- Experience using a virtual meeting platforms, preferably Adobe Connect
- Passion for justice, equity, and ending homelessness
- 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
- 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
- Excellent, clear, and concise written and verbal communication
- Ability to exercise excellent independent judgment and ownership of decisions

WORKING CONDITIONS:

This is a remote position and can be located anywhere in Texas. Preference will be given to those that live in a TX BoS CoC [community](#).

PAY AND BENEFITS:

- This is a contract position and is not eligible for benefits
- Total compensation for this role is \$6,000
- Completion bonus of \$500 for all applications completed and returned by the IRT prior to the internal deadline (to be established)

HOW TO APPLY:

Email a cover letter, resume, and list of three references to hr@thn.org. Please include "IRT Coordinator" in the subject line. The application deadline is 11:59:59 P.M. on Wednesday, July 7, 2021. Only those selected for an interview will be contacted. Priority consideration is given to people with lived experience of homelessness and people who live and work in the Texas Balance of State Continuum of Care.

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, people who identify as LGBTQ, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.