



**JOB TITLE: Data Coordinator**

**DEPARTMENT: Texas Balance of State Continuum of Care**

**REPORTS TO: Director of System's Change**

**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 Balance of State CoC (TX BoS CoC), which covers 215 counties in the state.

**DESCRIPTION:**

The ideal candidate is analytical, creative, and motivated to explore innovative solutions as part of the dynamic data and systems change teams. This position supports communities in the Texas Balance of State Continuum of Care (TX BoS CoC's) on conducting annual data gathering initiatives (Point-in-Time and Housing Inventory Counts). This position requires strong analytical, communication, planning, and project management skills. Ability to work with, train, and present data to diverse stakeholders. The ideal candidate will have a well-disciplined and organized approach to time management, task management, and an ability to work well with other THN team members and community members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

***Point-in-Time (PIT) and Housing Inventory (HIC) Counts 80%***

- Designing the PIT Count methodology, in compliance with HUD minimum requirements;
  - Mobilizing the homeless serving-sector; Leveraging community support and participation; Recruiting and training volunteers; Ensuring the safety of volunteers and participants; Coordinating data input and analysis; Preparing the final PIT Count report for submission to HUD
- Outreach to non-participating and newer community partners to expand count coverage.
- Researching and managing technology and software contracts for the PIT and HIC.
- Conduct and submit the Housing Inventory Count in HDX.
- Maintain and update the Housing Inventory Count for the TX BoS CoC.

***Texas Balance of State Activities 20%***

- Design specialized training, reports, infographics, and instructional guides used in advocacy and community engagement work.
- Work closely with the data team on various data-related projects

- Work collaboratively within the BoS team to develop formalized street outreach resources and processes.
- Coordinate with the Systems Change Team on data analysis, ad hoc reporting, and strategies for managing the Coordinated Entry System (CES).
- Perform other duties as assigned in collaboration with the Texas Balance of State team.

## **QUALIFICATIONS:**

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.

### ***Required***

- Passion for social justice issues and desire to work toward the goal of ending homelessness.
- Proficient in Microsoft Office and Google Suite products.
- Proven ability to manage multiple projects simultaneously.
- Strong project management experience and ability to collaborate with others to plan, implement and finish high-quality projects.
- Excellent communication skills, including ability to train groups, write complex documents and create and manage complex spreadsheets and reports.
- Strong interpersonal skills and the ability to develop strong working relationships across community, public and private sectors.

### ***Preferred***

- Experience conducting webinars and virtual training.
- Experience and knowledge of HUD PIT (Point-In-Time) Count and HIC (Housing Inventory Count).
- Experience with synthesizing complex technical documents, including large government data collection notices.
- Experience and proficiency with HMIS and HUD's Homelessness Data Exchange (HDX).
- Experience with Continuum of Care planning, management processes, and familiarity with homelessness issues.
- Basic understanding of Coordinated Entry and Systems Change concepts.
- Experience creating complex reports, infographics, spreadsheets, and other required documents.

## **WORKING CONDITIONS:**

- Remote work possible (current occupancy restrictions necessitate offsite work for the majority of THN staff at this time).
- Must be available to travel within Texas up to 15 percent of the time with 2 weeks' notice (current travel restrictions withstanding).
- Available for nights and weekends during large projects like the ESG Program NOFO, CoC Program NOFO, or other funding competitions. Unlikely to be more than once per quarter.
- Must reside in the State of Texas.

## **PAY AND BENEFITS:**

- This is a salaried position starting at \$48,500, commensurate with experience.
- Benefits provided include paid time off, employer paid health insurance, dental insurance, vision insurance, parental leave, and matching 401(k) retirement plan.

- Flexible work schedule and opportunity to distance work with supervisory approval.
- This position is grant-funded, and employment is contingent on the continued receipt of grant funds.

**HOW TO APPLY:**

Email a cover letter, resume, and list of three references to [hr@thn.org](mailto:hr@thn.org). This position will remain open until filled. Only those selected for an interview will be contacted. Please include "Data Coordinator" in the subject line.

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 those with a lived experience of homelessness; people of color, LGBTQ identified people, gender-nonconforming people; as well as individuals with disabilities, veterans, and people who speak a language in addition to English.