



<b>Position Title:</b>	<b>Planning and Policy Coordinator</b>
<b>Department:</b>	Texas Balance of State Continuum of Care
<b>Reports To:</b>	CoC Performance Manager
<b>Salary:</b>	This position starts at \$50,000 annually and is negotiable depending on experience
<b>Position Type:</b>	Full-time, Exempt
<b>Additional Information:</b>	No specific degree is required for this position. Interested candidates should highlight any education, training, or experience that will help them thrive in this position.
<b>Deadline to Apply:</b>	Open until Filled
<b>Date Created/Revised:</b>	06/13/2025

#### **DESCRIPTION:**

The Planning and Policy Coordinator is an integral part of the planning team. This position will work closely with a team led by the CoC Performance Manager, serving as a Subject Matter Expert (SME) for the Continuum of Care Program and Lead SME for the Emergency Solutions Grant Program (ESG) to support federally funded Recipients and sub-recipients in the Texas Balance of State Continuum of Care (TX BoS CoC) to operate CoC and ESG Program-funded projects successfully. This position will provide specialized technical assistance, develop and maintain a performance monitoring system for CoC Program-funded projects, provide general support to ESG Recipients and sub-recipients, and play a central role internally in ensuring THN's support of both of these funding streams. Monitoring the performance and outcomes of CoC-funded projects is a legislatively mandated activity required of the TX BoS CoC. In addition to the maintenance of regular support and oversight, this position works to support other TX BoS CoC staff to achieve strategic goals as outlined in the TX BoS CoC Strategic Plan. This position is grant-funded, and employment is contingent on the continued receipt of grant funds.

#### **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, Collaborative Applicant, and Homeless Management Information System (HMIS) lead agency for the TX BoS CoC, which covers 214 counties in the state.

#### **QUALIFICATIONS:**

##### ***Required***

- Commitment to supporting THN's mission and goals, with a focus on addressing homelessness and ensuring fair access to services
- Ability to recognize personal strengths and areas for growth, while modeling enthusiasm and commitment to agency objectives

- Proven ability to work collaboratively to implement high-quality projects
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Strong interpersonal skills and the ability to develop strong working relationships across community, public and private sectors, both in-person and virtually
- Strong project management experience and ability to collaborate with others to plan, implement, and finish high-quality projects
- Excellent communication skills, including the ability to train groups, write reports, develop instruction guides, create training materials, and create and manage complex spreadsheets and reports
- Ability to communicate and analyze performance data to a wide variety of stakeholders to drive systems change and outcome improvement
- Strong technical writing skills

### ***Preferred***

- Experience working with people experiencing homelessness, lived experience of homelessness or housing instability
- 3-5 years of experience administering or operating Continuum of Care Projects, or equivalent combination of experience administering or operating other Federal, State, or Local Homeless Assistance Programs
- Experience with the Department of Housing and Urban Development's platform e-snaps
- Proficient use of virtual meeting software such as Zoom, Microsoft Teams, or similar software
- Knowledge and experience using various software programs to process information and analyze data
- Experience and proficiency with HMIS

### **WHAT YOU'LL DO:**

#### **CoC & ESG Performance Coordination (60%)**

- Develop meaningful relationships with entities operating in the TX BoS CoC
- Track performance of Continuum of Care funded entities through individualized (project-level) and system-level HMIS analyses and technical assistance
- Perform onsite and desk reviews (monitoring) of CoC-funded Projects, and summarize those reviews for Project and HUD Field Office Staff
- Provide implementation support to entities when awarded and ongoing support to existing projects to address HUD/TX BoS CoC monitoring findings/concerns
- Facilitate and track Quality Review Plans for CoC projects requiring individualized technical assistance including documenting activities, progress, and outcomes associated with that plan
- Implement, develop, and maintain performance targets, reports, and analyses for CoC System Performance Measures
- Develop and maintain a CoC-program-specific performance scorecard
- Maintain the ESG Written Standards Template and work with ESG Recipients and ESG Subrecipients to ensure that their ESG Written Standards align with CoC Written Standard
- Conduct ESG Recipient Quarterly calls, and participate in the planning and allocation of ESG funding as required
- Assist in the consultation with Consolidated Planning Jurisdictions that receive ESG Program funding on their Consolidated Plans and Annual Action Plans
- Review required project reports in the TX BoS CoC, such as Annual Performance Reports, Monthly

Performance Reports, and Consolidated Annual Performance and Evaluation Reports (CAPER)

- Identify training needs for entities; arrange for and/or develop training and technical assistance materials for projects and deliver comprehensive training on a regular and predictable schedule
- Ensure compliance and fidelity to program requirements and support projects in best practices, such as Housing First, Progressive Engagement, and other emerging best practices through technical assistance and provide support to projects as needed
- Analyze new HUD guidance and reference materials related to the CoC & ESG Program, the HMIS, and the Coordinated Entry System, (CES) for impact on CoC & ESG funded projects and disseminate critical compliance information to grantees in a timely fashion
- Work closely with THN's Data team and Systems Change team to support CoC & ESG recipients and sub-recipients in using the TX BoS CoC HMIS or a comparable database, reporting data, and participating in Coordinated Entry
- Develop and implement performance targets for entities operating in the TX BoS CoC
- Work with the CoC Performance Manager to ensure the Housing Inventory Count is completed for CoC & ESG Funded Projects
- Other duties needed to help fulfill THN's mission and values will be assigned

#### **Other TX BoS CoC Planning, Engagement, and Operations (40%)**

- Update, maintain, or revise the CoC's website, as needed, including updates to the CoC's Governance Documents
- Act as primary staff resource to THN teams to comply with CoC Policy
- Revise CoC Policy as directed by the CoC Board or TX BoS CoC Directors
- Produce, support, and participate in TX BoS CoC webinars, as needed
- Understand and share best practices from high-performing communities as a strategy for scale in the TX BoS CoC
- Assist with and contribute to the annual CoC Program Notice of Funding Opportunity (NOFO) competition; during this period more than 25% of this position's time may be spent on the competition
- Provide support to the CoC Performance Manager, Director of Planning, Director of Engagement, Director of Systems Change, and Director of Data to accomplish Priority Projects such as the CoC's Strategic Plan
- Participate in the implementation of the CoC's Strategic Plan and Action Plan, with a commitment to iteration and improvement
- Act as a change agent through one-on-one individual, entity or community coaching, relationship building and brokering, advancing best practices
- Other duties needed to help fulfill THN's mission and values will be assigned

#### **WORKING CONDITIONS:**

- Office-based work at THN's Austin office, with the potential for remote work
- Applicant's primary residence must be located in the State of Texas and maintain permanent residency in Texas throughout employment. Priority consideration will be given to applicants residing in orange counties on this map at [this link](#).
- Must be available to travel within Texas up to 10% of the time annually with two weeks' notice when possible

- Available for nights and weekends during large projects like the CoC Program NOFO, or other funding competitions. Unlikely to be more than once per quarter

#### **BENEFITS:**

- THN offers generous employee benefits including:
  - 100% employer-paid health, dental, vision, and life insurance and 55% employer-paid for dependents
  - 2% employer matching 401(k) retirement plan
  - Paid time off such as holidays, self-care days, and winter break
  - 12 weeks of paid parental leave
- Flexible work schedule and opportunity to remote work with supervisory approval

#### **APPLYING:**

Are you intrigued by this job announcement but don't meet every single requirement? We encourage you to apply! At THN, we value a variety of experiences and perspectives, and we're looking for team members who are enthusiastic about our mission and eager to contribute to preventing and ending homelessness in Texas. THN is an equal-opportunity employer that offers positions with varying skill levels and responsibilities that amplify our mission.

Email a resume and three professional references to [hr@thn.org](mailto:hr@thn.org). This position will remain open until it is filled. Only those selected for an interview will be contacted. Please include "Planning and Policy Coordinator" in the subject line of all communication about this position.

#### **INTERVIEW PROCESS:**

What to expect as an applicant for a THN position:

- The applicant will receive an email from Human Resources/Hiring Manager to schedule an interview
  - For applicants applying outside of the Austin/Travis County area, all interviews will take place virtually
- The applicant will receive the interview questions before the interview
- The applicant will be notified via email promptly if an additional interview is required or if they will not be moving forward in the hiring process
- After the final interview, selected applicants will schedule a phone call with the President/CEO
  - The hiring manager will contact the professional references of candidates selected as finalists
- Once final employment decisions are made, all applicants will be notified of the decision via email or phone call