



Job Announcement

BACKGROUND:

The Homeless Alliance of Western New York, Inc. (HAWNY) is the Continuum of Care (CoC) agency for five counties in WNY: Erie, Niagara, Genesee, Orleans, and Wyoming counties. Our mission is to work with community partners to implement best practices, provide data, and develop systems to make the experience of homelessness rare, brief, and non-recurring. We coordinate homeless services among providers and develop systems to better utilize \$15 million in U.S. Department of Housing and Urban Development (HUD) funding per year. Annually, about 30 programs are funded through CoC funds.

TITLE:	Housing Coordinator
DEPARTMENT:	Continuum of Care (CoC)
REPORTS TO:	CoC Program Manager
EMPLOYMENT STATUS:	Full Time

POSITION SUMMARY: The Housing Coordinator is responsible for promoting the CoC/ESG programs as well as creative solutions such as the shared housing model. Shared housing is defined as two or more people who live in one permanent rental housing unit, sharing costs associated with maintaining housing such as rent and utilities. Ideally, clients will each hold their own lease and have utilities included in the rent. Shared Housing not only reduces the rent burden for each individual, also provides the social needs and supports that our clients might need.

PRIMARY RESPONSIBILITIES:

- Educate and identify landlords for CoC/ESG funded programs
- Understand local Housing Market and clients' needs
- Promote CoC/ESG programs to landlords
- Assist in facilitate community wide housing surge activities to recruit landlords
- Share landlord and housing availabilities with CoC/ESG permanent housing programs
- Work with different community partners to establish regular meetings, trainings, and updates regarding the effectiveness of Shared Housing
- Develop and maintain data for reporting outcomes, successes and challenges
- Identify gaps in service needs for the program

- Coordinate with CoC/ESG programs in Shared Housing efforts, setting standards and identifying opportunities for pilot programs, and reporting on outcomes of this initiative
- Model the effective use by supporting, increasing, and improving participation in Shared Housing Resources.

QUALIFICATION REQUIREMENTS:

- Knowledge of homeless programs and housing subsidies and ability to work with a wide variety of landlords and property management companies is a plus.
- Proficiency in using computers and programs such as Microsoft Office software, Google platforms, and various virtual meeting platforms.
- Ability to facilitate trainings and meetings and have strong communication skills.
- Bachelor's degree in Public Administration, Social Work, or other related fields. Master's degree preferred. A combination of education and experience will be considered.
- Two to four years cumulative experience working with housing location, property management, and/or homeless services is a plus.

ENVIRONMENTAL AND WORKING CONDITIONS:

- General office environment; no exposures to extreme heat, cold, dust, noise.
- Limited travel is required, mileage reimbursable.

COMPENSATION:

Commensurate with experience. Excellent benefits include health insurance, generous paid time off, 403b plan, hybrid remote/office schedule, and a respectful work-life balance work environment.

APPLICATION INSTRUCTIONS:

Please submit a cover letter, resume, contact information for 3 references, and **salary requirements** by email to Jarrett Steffen, Operations Manager, at steffen@wnyhomeless.org.

NOTICES TO APPLICANTS:

Homeless Alliance of Western New York, Inc. is an Equal Opportunity Employer (EOE). Please review the [Equal Employment Opportunity \(EEO\) is the Law Poster](#) and the [EEO is the Law Poster Supplement](#).

Homeless Alliance of Western New York, Inc. participates in E-Verify. Please review the [E-Verify Participation Poster](#) and the [Immigrant and Employee Rights \(IER\) Right to Work Poster](#).