



VISION

Every Arizonan has a safe, affordable place to call home.

MISSION

The Arizona Housing Coalition (AZHC) is a collaborative association that leads in the efforts to end homelessness by advocating for safe, affordable homes for all Arizonans.

Arizona Housing Coalition

Speaking Up for Home and Hope

Employment Opportunity: Housing Supports Now Community Liaison

Description: The Arizona Housing Coalition is a statewide collaborative association that leads in the efforts to end homelessness and advocate for safe, affordable homes for all Arizonans. We seek a skilled professional to coordinate our American Rescue Plan Housing Supports Now initiative by overseeing statewide funding opportunities that will:

- bolster supportive housing
- increase utilization of emergency housing choice vouchers
- support care in a non-congregate setting
- build capacity for the homeless service provider field

This position will liaise with communities exploring best practices in a post-pandemic environment, and identify potential projects to fund for greater impact. This position will also liaise with existing homeless service providers to identify best practices coming out of the COVID-19 response. As the position has a statewide focus, travel is expected. Knowledge of the human services sector in Arizona will be essential.

Essential Responsibilities:

Provide oversight, coordination, and program monitoring of the Arizona Housing Coalition's ARPA-related homeless services strengthening initiatives.

OVERSIGHT

- Identify and implement strategic short- and long-range plans and programmatic framework to achieve homelessness goals.
- Develop qualitative and quantitative measures to monitor and evaluate programs and projects, contract/grant/permit compliance, professional consultant/contractor performance, and client satisfaction.
- Research and advise on implementation of evidence-based practices and measurable outcomes.
- Create all written policies and procedures for the above.

COORDINATION

- Work with Public Housing Authorities and landlord engagement initiatives to increase utilization of emergency housing choice vouchers statewide.
- Work with Arizona's nonprofits to
 - identify and fill gaps in emergency housing choice voucher programs.
 - identify and fill gaps in non-congregate care delivery.
 - identify and support capacity building activities including recruitment and retention proposals.
 - support diversity, inclusion and equity in homeless services delivery.
- Coordinate with Arizona's Continuum of Care to determine scope of existing funding sources, approved projects and funding gaps; identify ways to bolster existing activities.
- Work with Arizona's rural nonprofits to identify opportunities to fund high-impact projects that will provide shelter and housing to community members.
- Work with local and state agencies to facilitate collaboration on education and training within the state's homelessness response sector.
- Coordinate with the Supportive Housing Institute and finalists from their masterclass on supportive housing to identify gaps in funding.



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MONITORING

- Provide programmatic technical assistance, training and guidance to funded programs, projects, and pilots.
- Prepare monitoring and related reports and correspondence; assess integrity of program data and operating systems.
- Review homeless delivery systems and processes in regard to Federal and State ARPA-related laws, regulations and standards.
- Communicate with Arizona Department of Housing staff about program monitoring, reporting and fiscal accountability.
- Liaise with funded programs, independent fiscal auditor and independent monitoring and outcomes evaluation firm.
- Provide written analysis, evaluation and recommendations regarding homelessness programs and proposals.

BUDGET

- Work with Executive Director to manage homeless grant response budget and with Development Director to write grants and applications for funding to sustain Coalition's homelessness and affordable housing policy goals coming out of this funding cycle.
- Work with federal and state homelessness fund personnel to braid funding for greatest impact.

COMMUNICATION

- Present at forums and conferences on homelessness and poverty issues.
- Respond to press inquiries related to this grant funding.
- Inform the state's homelessness response sector of new priorities and strategies set by national and state plans, in accordance with the Department of Housing and Urban Development (HUD).

GENERAL

- Apply an equity framework to all aspects of project work.
- Driving is essential.

Qualifications:

Knowledge:

- Federal, state and local laws, rules and regulations governing homeless programs
- Basic principles of record keeping and records management
- Regional and statewide community resources available to Arizona residents
- Equity in housing and how to apply an equity framework to project tasks

Skill in:

- Interpreting HUD, ARPA, and other state and federal housing program regulations
- Establishing and maintaining cooperative working relations with state agency employees, and other community development personnel, and the general public
- Operating a personal computer utilizing a variety of business and specialized software
- Communicating effectively verbally and in writing; including public speaking and presentations



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The ideal candidate:

- Has a strong working knowledge of Arizona’s homelessness response field – its working partners and Continua of Care.
- Has a Bachelor’s Degree and a minimum of four years of familiarity and progressive responsibility within the homelessness response, including experience in the design and delivery of programs to address homelessness.
- Values personal accountability, compassion, and critical thinking, and has an ability to communicate in an assertive manner.
- Is detail oriented with the ability to multi-task.
- Has excellent organizational and time management skills with a keen eye towards details and deadlines.
- Has the ability to problem solve and prioritize work duties independently while working collaboratively as a team.
- Is creative and solutions-focused.
- Has the ability to build and foster relationships with a variety of individuals at all levels.
- Has the ability to effectively communicate information in one-on-one and small group situations.
- Has the ability to read, analyze, interpret, and process common invoices/billing documents.
- Has the ability to perform under pressure, and manage concerns while maintaining a professional demeanor.
- Is proficient in MS Office, Google Suite, CRM database experience, and using social media for business.
- Can accommodate a flexible schedule with some evening and weekend activities, known in advance.
- Has reliable transportation to and from work and event locations.

Salary range is \$80,000 to \$90,000 DOE.

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off
- Hybrid work environment with flexible schedule

Arizona Housing Coalition is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We encourage applicants from all diverse groups to apply.

Send resume and cover letter to: info@azhousingcoalition.org for consideration.