



Alliance to House Everyone

<b>Job Title:</b>	<b>Planning Coordinator</b>
<b>Department/Group:</b>	<b>Strategic Planning and Partnerships</b>
<b>Reports to:</b>	<b>Strategic Planning Manager</b>
<b>Date Posted:</b>	<b>July 21, 2022</b>

### Position Summary:

The Planning Coordinator is responsible for the ongoing administration and coordination of SARA's governing bodies, including the Board of Directors, Membership Council, and committees. Further, the Planning Coordinator oversees the completion of annual requirements related to the Continuum of Care (CoC) to ensure alignment across the organization. The Planning Coordinator may also assist with special projects, such as the Point-in-Time Count and funding competitions.

### Essential Duties and Responsibilities:

- Supports high-level policy and planning surrounding CoC governing bodies.
- Supports CoC governing bodies, including the Board of Directors, Membership Council, and committees. Oversees agenda planning, attendance records, meeting minutes, term tracking, membership applications, file maintenance, and leadership development.
- Provides timely CoC materials and governance information to the Communications Coordinator to ensure our website is up-to-date.
- Reports governance activities quarterly and as needed to staff and the public.
- Maintains community calendars to ensure accuracy in time, location, and distribution lists in accordance with partner agency organizational changes.
- Develops and properly stores administrative forms related to governance, including applications, matrices, demographic information, etc.
- Manages department email inbox and calendar to ensure prompt and accurate responses and meeting information.
- Develops and tracks the CoC's timeline of essential functions and deadlines.
- Management of data in our Customer Relationship Management (CRM) system.
- Assists with coordination and organization of CoC-related events.
- Assists staff as needed with research, writing, communication, printing, etc.
- Organizes and maintains files and records physically and electronically.
- Other duties assigned by the Strategic Planning Manager.

### Education and Experience:

- **Bachelor's degree** in human services, public administration, communications, or relevant field strongly preferred. May substitute **lived experience** for educational requirements.
- **One (1) year of experience** related to housing, homelessness, social services, external relations, grant writing, administration, or project management.

### Knowledge, Skills, and Abilities:

- Proficiency with the standard Microsoft Office Suite, with basic to intermediate skills in Outlook, Word, PowerPoint, and Excel is required.
- Proficiency with Zoom or other virtual meeting platforms is highly preferred.

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- Experience with administrative work related to a nonprofit Board of Directors is highly preferred.
- Effective professional communication techniques with a variety of audiences.
- Knowledge of system-level strategies vs. individual-level services is highly desirable.
- Considerable time and project management skills
- Competency in problem-solving and critical/strategic thinking.
- Prioritizes and plans personal work activities along with organizational activities. Ability to manage multiple deadlines at once.
- Uses time efficiently, plans for additional resources, and develops realistic action plans.
- Develop and maintain harmonious relationships with teammates, stakeholders, and partner organizations.
- Knowledge of local homeless response system or HUD Housing programs is preferred.

### Position Details:

The Planning Coordinator is a regular, full-time, non-exempt, benefits-eligible position. The annual salary is \$46,000, with an anticipated start date on or before August 29, 2022. SARAH staff has the option to work remotely, but regular in-person meetings are required. The first month of employment is generally office-based to assist with onboarding. SARAH's main office is located at 4100 E. Piedras, Suite 105, San Antonio, TX 78228.

### Current Full-Time Employee Benefits

- **Medical, Dental, and Vision Insurance:** SARAH offers competitive health care coverage, including a \$500 monthly employer contribution toward medical, dental, or vision premiums, as well as a \$250 monthly employer contribution toward dependent coverage. Eligibility begins on the first of the month following the date of hire.
- **Disability and Life Insurance:** SARAH provides voluntary short-term disability insurance and employer-sponsored life insurance of \$20,000, with additional insurance coverage available as employee-paid options.
- **403(b) Retirement Plan:** SARAH provides Team Members with a 403(b) Retirement Plan and an employer contribution match.
- **Paid Holidays:** SARAH currently provides Team Members with 15 paid holidays each year, including a floating holiday during your birthday month!
- **Paid Time Off (PTO):** Full-time employees begin accruing PTO immediately upon hire. Accrual rates increase with years of service, and up to 160 hours can be rolled over year-to-year.
- **Personal and Family Leave:** SARAH allows up to 12 weeks of personal or family leave in a rolling 12-month period, including four weeks of paid leave after one year of employment.
- **Flexibility:** SARAH offers employees the flexibility to work in-office or from home on a day-to-day basis. However, in-person meetings and on-site presentations are required. General SARAH Office Hours of Operation are Monday – Friday, with start times ranging from 7:00a – 9:00a depending on employee availability and preference.

### Vehicle/Licenses:

Must have daily use of a vehicle without prior notice. Must maintain current registration and automobile liability insurance in compliance with Texas Law that allows personal vehicle use

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for work purposes. Mileage reimbursement provided.

**Physical Requirements:**

Physical requirements include occasional lifting/carrying of 10 pounds, maneuvering in public spaces, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer keyboard and essential office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment or field environment.

*\*THE EXECUTIVE DIRECTOR MUST APPROVE EXCEPTIONS TO THESE CRITERIA\**

**Disclaimer:** Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time, for any reason.

**Application Details:**

To apply for this position, please submit your cover letter and résumé to [grants@sarahomeless.org](mailto:grants@sarahomeless.org) with the subject line "Planning Coordinator Position." Applications will be reviewed on a rolling basis until the position is filled. SARAH is a 501(c)(3) nonprofit with a mission to ensure everyone has a place to call home in San Antonio and Bexar County. For more information about our organization, visit our website at [sarahomeless.org](http://sarahomeless.org).

Employee Signature:		Date:	
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**South Alamo Regional Alliance for the Homeless (SARAH) is an equal opportunity employer and affords equal opportunity to all applicants for all positions regardless of race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.**

***About SARAH:** The South Alamo Regional Alliance for the Homeless (SARAH) exists to ensure everyone has a place to call home in San Antonio and Bexar County. As the region's Continuum of Care (CoC) lead agency, SARAH secures and distributes funding for direct service providers in the housing and homeless community and provides guidance to improve policies and programs. We accomplish our mission by strengthening our coordinated system of care, promoting sustainable strategies, focusing on measurable impact, and advocating for people experiencing homelessness. For more information, visit [sarahomeless.org](http://sarahomeless.org).*

**Our Values:**

*We are **Empowering Partners**. We see the potential in people, lead with trust, embrace differences, and elevate strengths.*

*We are **Relentless Learners**. We strive to be subject matter experts and recognize setbacks as opportunities for growth.*

*We are **Resourceful Problem Solvers**. We embrace optimism, innovation, and excellence as we face adversity and tackle problems.*

*We are **Systems Leaders**. We cultivate collaboration and nurture the health of the whole.*