



Alliance to House Everyone

**Job Description | Updated:**

3/23/2021

<b>Job Title:</b>	Planning Coordinator	<b>Job Category:</b>	Policy and Planning
<b>Department/Group:</b>	Policy and Planning	<b>Job Cod/Req#:</b>	N/A
<b>Location:</b>	San Antonio, Texas	<b>Travel Required:</b>	Travel, occasional
<b>Salary</b>	\$40,000	<b>Position Type:</b>	Full-Time, Non-Exempt
<b>Supervisor</b>	Chelsey Viger, Director of Policy and Planning	<b>Date Posted:</b>	3/23/2021
<b>Will Train Applicant(s):</b>	Will train applicant(s)	<b>Posting Expires:</b>	Once Filled
<b>External Posting URL:</b>	<a href="https://www.sarahomeless.org/about-us/#employment-and-internships">https://www.sarahomeless.org/about-us/#employment-and-internships</a>		

**Applications Accepted By:**

**EMAIL:**

[Chelseyviger@sarahomeless.org](mailto:Chelseyviger@sarahomeless.org)

**\*Resume and Cover Letter Required\***

**MAIL:**

South Alamo Regional Alliance of the Homeless  
 ATTN: Chelsey Viger  
 4100 E. Piedras Dr. Suite 105  
 San Antonio, TX 78228

**Job Description:**

**ROLES & RESPONSIBILITIES**

- Supports high-level policy and planning surrounding CoC governing bodies.
- Supports CoC governing bodies, including Board of Directors, Membership Council, Youth Action Board, committees, and workgroups. Oversees workgroups. Ensures equity in decision making, including leading the Equity Initiative, and alignment across groups about the CoC's goals and objectives.
- Cultivates relationships with existing and prospective community partners and facilitates CoC membership networking and peer-to-peer support. Manages regular communications with partner agencies. Develops strategies for increased engagement.
- Leads development and project management of local grant competitions and CoC timeline of essential functions and deadlines.
- Assists with coordination of CoC-related events including community input sessions, site visits, etc.
- Supports annual CoC Notice of Funding Availability competition, including registration, application ranking and review, and writing consolidated application.
- Maintains community calendars to ensure accuracy in time, location, and distribution lists in accordance with partner agency organizational changes.
- Management of data in Customer Relationship Management (CRM) system.
- Supports development of policies and procedures and assists with development of written standards.
- Assists with supervising interns, as needed.
- Assists staff as needed with research, writing, communication, printing, etc.
- Organizes and maintain files and records physically and electronically.
- Other duties as assigned.

## QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

**Education:** Bachelor's degree in human services, public administration, communications, or relevant field required.

**Experience:** At least one year of experience in a nonprofit or government setting relating to housing, homelessness, social services, external relations, grant writing, or project management.

**Knowledge:** Effective professional communication techniques with a variety of audiences. Knowledge of system-level strategies vs. individual-level services highly desirable.

**Computer:** Proficiency with standard Microsoft Office Suite and system databases.

**Vehicle/Licenses:** Must have daily use of a vehicle without prior notice. Must maintain current registration and current automobile liability insurance that follows Texas Law. Mileage reimbursement provided.

**Attendance:** Must maintain regular and acceptable attendance at such a level as is determined in the employer's sole discretion and maximize work-from-home standards during COVID-19.

**Physical Requirements:** Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; and manual dexterity necessary to operate a computer keyboard and basic 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. Must be available to work evenings & weekends at conferences and at training events, with advanced notice.

*EXCEPTIONS TO THESE CRITERIA MUST BE APPROVED BY THE EXECUTIVE DIRECTOR.*

## PREFERRED SKILLS

**Planning/Organizing:** Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives

**Dependability:** Demonstrate initiative in setting priorities, regularly completing work on schedule, and fulfilling commitments.

**Communication:** Ability to communicate clearly and effectively via oral or written means; Present a friendly and positive demeanor to service providers, staff, and the general public; Prepare and present to external audiences.

**Relationship Management:** Develop and maintain harmonious relationships with key stakeholders to ensure positive and productive program outcomes for clients and partner agencies.

**Innovation:** Competency in problem solving, critical and strategic thinking to develop creative solutions to complex problems. Ability and desire to investigate issues.

**Decision-Making:** Ability to set work priorities and to evaluate and create solutions to work-related problems. Decisions should be systemic and not individually based; Develops realistic action plans.

**Composure:** Ability to respond in a professional manner in all situations.

## ADDITIONAL NOTES

- **Reports to:** Director of Policy and Planning
- **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.

### **About South Alamo Regional Alliance for the Homeless (SARAH):**

SARAH is a nonprofit that serves as the HUD Continuum of Care (CoC) Lead Agency that encompasses the San Antonio/Bexar County geographic region. The purpose of SARAH is to create integrated, community-wide strategies to prevent and end homelessness; provide coordination among the numerous regional organizations and initiatives that serve the homeless population, and create the region's single, comprehensive grant application to HUD for McKinney-Vento funding. SARAH's goal is for homelessness to be a rare, brief, and nonrecurring event in San Antonio/Bexar County.

**South Alamo Regional Alliance for the Homeless**

4100 E. Piedras, Suite 105 | San Antonio, TX 78228 | 210.876.0720 | [www.sarahomeless.org](http://www.sarahomeless.org)