



United To Solve Homelessness Coordinator

JOB DESCRIPTION

Position Title:	United To Solve Homelessness Coordinator
Reports To:	Director of Community Impact
Type of Position:	Full-time; Permanent
FLSA Status:	Non-Exempt

Role: The United To Solve Homelessness Coordinator works directly with the Impact team and the Director of Community Impact to coordinate the United To Solve Homelessness project. This project will include working with community partners to unite efforts towards implementing effective strategies that reduce families experiencing homelessness. The successful candidate is one who thrives on serving others, welcomes the opportunity to work with homeless service providers, and who will maintain a laser focus on the mission to advance the common good in our community. For more details: <https://www.unitedwayyellowstone.org/united-solve-homelessness>

Grant Management (10%): This position will be responsible for management of grants and funds that support housing and homelessness. The current funding source is the Day 1 Families Fund. Specific duties may include, but are not limited to:

- Assure activities and expenses meet funding guidelines.
- Maintain an ongoing budget to track funds expended and available.
- Complete reporting and other funding requirements.
- Research and prepare applications for other funding as prioritized.
- Oversee program related employees and contractors as assigned.
- Track and assess program performance, using data to evaluate success.

Fund Distribution & Management (25%): This position will coordinate a collaborative process to distribute and manage Day 1 Families Funds and other related funding to the community. Specific duties may include, but are not limited to:

- Work with a volunteer team to plan and create a fund distribution strategy.
- Oversee the fund distribution strategy to promote a collaborative process.
- Work with funded partners to assure proper implementation of funds and projects.
- Monitor and track fund distribution to assure effective and efficient use of funds.

Housing Strategy Support (60%): This position will work collaboratively with City and County officials, Continuum of Care Coalition, School District 2, HomeFront, and other community partners to assess housing needs, identify promising strategies, and support local efforts specific to housing. Specific duties may include, but are not limited to:

- Engage collaboratively with community partner agencies to identify needs and develop strategies and activities to support their housing work.
- Develop and implement a strategic plan based on needs, strategies and activities prioritized through community engagement.
- Champion data collection and statistics for prioritized data needs, such as real cost measurements for households living below the financial survival threshold or poverty.

- Identify strategic community investment/collaborative opportunities and solutions for family homelessness through targeted community resource initiatives aimed at increasing housing stability and supporting basic needs (housing, childcare, food, transportation, health care, and technology).
- Leverage additional dollars and real estate to maximize grant impact.
- Support community awareness and advocacy efforts around homelessness in Yellowstone County.

General UWYC Support (5%): Includes other duties as needed to support UWYC operations.

1. Provide assistance as needed to other UWYC programs and personnel, including volunteer engagement.
2. Assist with UWYC Annual Campaign.
3. Represent UWYC at community meetings, agency events and service/civic clubs.
4. Serve as a United Way of Yellowstone County ambassador at all times by communicating the mission and vision of United Way.

DIVERSITY, EQUITY & INCLUSION STATEMENT

Diversity is a core value at UWYC. We are passionate about building and sustaining an inclusive and equitable working environment. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Diversity, equity and inclusion are vital to achieving our mission, living our values, and advancing the common good. UWYC is committed to diversity, equity and inclusion within its own organization and the community. The officers, directors, committee members, employees and persons served by UWYC shall be selected in a manner to promote diversity, equity and inclusion and entirely on a non-discriminatory basis with respect to race, religion, national origin, ethnicity, age, gender, gender identity and expression, disability, sexual orientation, veteran-status, familial status, or socio-economic status.

The United Way of Yellowstone County is an equal opportunity employer and adheres to a policy that no qualified person shall be discriminated against because of race, color, national origin or ancestry, age, sex, marital status, or disability in any program or activity for which it is responsible.

QUALIFICATIONS

Education and Experience:

1. Bachelor's degree required.
2. 3 years of experience coordinating programs required.
3. Experience working with housing and/or homelessness preferred.
4. Experience with grants management preferred.

Skills & Abilities:

1. **Language Skills:** Ability to read, analyze, and interpret professional documents. Ability to write and create documents in a manner that is understandable and organized. Ability to effectively present information and respond to questions. Ability to use effective interpersonal communication skills when interacting with staff, donors, community partners, and others.

2. **Communication:** Excellent skills communicating with diverse individuals and groups.
3. **Reasoning Ability:** Ability to solve practical problems and deal with a variety of variables. Ability to synthesize a large amount of information into concrete needs and action steps. Ability to engage in strategic thinking and planning.
4. **Physical Demands:** The physical demands of the position are representative of those an employee encounters while performing the essential functions of this job. The employee can expect to sit or stand in front of a computer for long periods, extensive use of computer keyboard, ten-key, and phone. General movement around the office for communicating with others, using the copier, and filing. UWYC may make accommodations for those with disabilities to perform the essential functions of the job. The noise level in the work environment is usually low to moderate.

UNITED WAY CORE COMPETENCIES FOR ALL STAFF

- Mission-Focused: Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- Collaborator: understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

COMPENSATION:

Hiring Salary Range: \$22-\$24 per hour, DOE

BENEFITS:

United Way offers flexible schedules and a comprehensive benefits package:

- 100% employer paid health/dental/vision premiums
- A minimum of 10 vacation days, 12 wellness days, 11 holidays, and 2 personal days
- Paid Summer Fridays off (Memorial Day through Labor Day)
- 403(b) with 5% employer contribution and 5% employer match after the first year
- Flexible spending and dependent care accounts
- Free Childcare at CARE Academy

TO APPLY:

Interested applicants should submit a resume and cover letter via email to Dean Wells, HR Director, unitedway@uwyellowstone.org