

Project Assistant Job Description

Full-time, regular, exempt | Remote

The ideal candidate will be committed to getting results in a fast-paced environment, able to handle a substantial and varied workload, and keep track of detailed information. This position is an opportunity to provide administrative support, collaborating with a team that is engaging with policy makers, state and local leaders, and housing and service providers to build capacity, develop the workforce, strengthen partnerships, and create innovative programs to end homelessness.

Essential Skills

- Commitment to social, racial, and economic justice and NCEH's mission
- Commitment to high professional ethical standards
- Excel in relationship building, be results-oriented, and have strong communication skills
- Self-motivated with drive to meet high expectations and a history of getting things done despite obstacles
- Experience working in partnership with other staff and team members on specific project assignments
- Strong communication skills including speaking, writing, editing, and layout
- Strong tech skills, including learning and using new software with ability to troubleshoot issues with staff
- Excellent listening, assessment, and problem-solving skills and a collaborative nature
- Ability to challenge and debate issues of importance to the organization and our mission
- Strong organizational skills with demonstrated critical, analytical, and lateral thinking
- Ability to produce key deliverables within tight timeframes and simultaneously assist several projects and staff

Essential Knowledge

- Experience working in or with a direct service organization or local government agency responsible for administering a social service program is helpful or a person with lived experience of homelessness and/or interpersonal violence
- Knowledge and practical understanding of the homelessness field including funding streams, population-specific needs, planning efforts, continuum of care practice, housing and service models is helpful
- Demonstrated organizational and administrative skills to assist several staff and on multiple projects at one time
- Demonstrated knowledge of Microsoft Windows and Office, Google Suite, and project management software

Hiring Range: \$45,000-48,000

Employee Benefits: NCEH provides a comprehensive suite of benefits to all full-time staff, including medical, dental, vision, and life insurance; generous leave, organizational holidays, and child and community involvement hours; and an annual retirement account contribution.

NCEH is a registered 501(c)3 nonprofit organization. NCEH is committed to building a staff that reflects the community served by the organization's mission and strategic priorities. We invite applications from diverse candidates including candidates with lived experience of homelessness and/or interpersonal violence and will not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity/expression, national origin, ancestry, disability, age, or marital status.

DEI Statement: NCCEH believes valuing human dignity and promoting justice requires that we hold ourselves to a higher standard. The diversity of our state and the people we serve is the fuel that drives our growth. We will reflect this diversity by going beyond representation, to redistribute power to staff and people with lived expertise, making them equal partners in our efforts to end homelessness. NCCEH commits to motivating our partner agencies to embrace diversity, equity, inclusion, and belonging in our work. We seek to learn, grow, and succeed together to embody an environment of respect and curiosity.

Workplan: North Carolina Balance of State Continuum of Care (NC BoS CoC)

NCCEH serves as the Collaborative Applicant for the NC Balance of State Continuum of Care (NC BoS CoC), a collaboration of seventy-nine counties.

- Handle general administrative tasks for the NC Balance of State CoC project
- Facilitate CoC coordination through administrative support of governance committees, communication channels, and technology updates and maintenance
- Support project management activities undertaken by Project Specialist staff, handling meeting logistics, scheduling, resource creation and distribution, and website updates
- Support data initiatives through administrative support, planning activities, infrastructure creation, regular communication, creating infographics, and pulling data using the Homeless Management Information System
- Oversee the agency's service assistance response plan, supporting staff to respond quickly and appropriately to households needing services
- Serve as IT liaison for the NC Balance of State Continuum of Care team, troubleshooting with staff as needed
- Assist with the annual HUD CoC Program and NC Emergency Solutions Grant Program (NC ESG) grant application processes
- Provide support as assigned through NCCEH supervisor

This position involves sedentary work that primarily entails sitting/standing. The position requires occasional travel within the state of North Carolina.

Posting will remain active until filled. NCCEH will begin interviews of candidates on a rolling-basis.