



Now Hiring: Project Assistants

The North Carolina Coalition to End Homelessness is seeking two full-time Project Assistants for two distinct workplans. NCCEH is looking for candidates that can excel at common responsibilities and skills contained in the position job description. NCCEH hires for positions that have work plans that may change over time based on funding, agency priorities, and staff strengths. This setting allows staff to gain flexible skills while becoming experts in identified work areas. Applicants will be considered for both open positions.

About NCCEH

The mission of the North Carolina Coalition to End Homelessness is to end homelessness by creating alliances, encouraging public dialogue, securing resources, and advocating for systemic change. NCCEH works with communities to address root causes of homelessness by developing and implementing data-driven strategies that are focused on permanent housing and appropriate services.

NCCEH staff work as a trust-based, collaborative team to create a dynamic, creative workplace that focuses on questioning the status quo in order to bring about systems change. The Project Specialist will increase our team's ability to improve program and system performance.

Work During COVID-19

NCCEH has an office in Raleigh, NC. Most staff work from the Raleigh office, while a few staff work remotely from their homes. However, during the coronavirus pandemic, all NCCEH staff are working remotely from home.

How to Apply

Upload application at www.ncceh.org/joinourteam

Required application documents:

- **Cover Letter**
- **Resumé**
- **Reference List**

Include 3 professional references and describe how you know the individual and how long you have known the individual.

- **Writing Sample**

Include a writing sample (one or more pieces) that will provide an example of your professional writing. You may also submit other documents in addition to the writing sample to provide additional insight.

Phone

919.755.4393

Web

info@ncceh.org
www.ncceh.org

Address

P.O. Box 27692
Raleigh, NC 27611

Project Assistant Job Description

Full-time, regular, exempt | Raleigh, NC

The ideal candidate will be committed to getting results in a fast-paced environment, able to handle a heavy workload, and keep track of detailed information. This position is an opportunity to collaborate 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 alleviate homelessness.

Primary Responsibilities

The Project Assistant reports to a Project Director and is responsible for the following:

- Support the accomplishment of team and project goals
- Coordinate virtual and in-person events
- Support the delivery of remote and on-site training
- Support the provision of technical assistance on service delivery, program oversight, and system evaluation to a wide variety of stakeholders by assisting with creating and distributing materials, planning logistics for meetings, and other tasks as needed
- Assist in creation and dissemination of educational materials in various formats
- Support internal team project management
- Be familiar with information and data about best practices, evidence-based interventions, and project and system performance to gain insight into project goals
- Assist in the cultivation of relationships and coalition building with NCCEH partners

Essential Skills

- Commitment to social, racial, and economic justice and NCCEH's mission
- Commitment to high professional ethical standards
- Excel in relationship building, be results-oriented, and have strong communication skills
- 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
- 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 manage several projects

Essential Knowledge

- Experience working in or with a direct service organization or local government agency responsible for administering a social service program is helpful
- 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 skills to be able to manage assisting several projects at one time
- Demonstrated knowledge of Microsoft Windows and Office, Google Suite, and Project Management software

Workplan: Multi-Program Support

- Support internal North Carolina Balance of State Continuum of Care (NC BoS CoC), Homeless Management Information System (HMIS), and Knowledge and Innovation project teams
- Plan and facilitate continuing education and training opportunities for service providers and case managers
- Assist with the development and use of performance management reports and creation of Performance Improvement Plans for grantees
- Assist with the annual HUD CoC Program and NC Emergency Solutions Grant Program (NC ESG) grant application processes
- Assist in developing a high performing system to ensure that homelessness is rare, brief, and one-time only
- Coordinate NCCEH events and trainings, including securing locations, organizing catering and supplies, and tracking registrations

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.

- Facilitate and support CoC Coordination through staffing the NC BoS CoC Steering Committee and its subcommittees and workgroups
- Support the CoC's thirteen regional committees through stakeholder engagement, group facilitation, and leadership coaching
- Facilitate for improvements and innovations in delivery of services and housing including agency-to-agency collaborations
- Plan and facilitate continuing education and training opportunities for service providers and case managers
- Assist with the development and use of performance management reports and create Performance Improvement Plans for grantees
- Assist with the annual HUD CoC Program and NC Emergency Solutions Grant Program (NC ESG) grant application processes
- Assist in developing a high performing system to ensure that homelessness is rare, brief, and one-time only

This position involves sedentary work that primarily entails sitting/standing.

NCCEH is a registered 501(c)(3) nonprofit organization. NCCEH 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 and will not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or marital status.