



**Associate  
Homeless Planning Consultant  
Job Description**

Monarch Housing Associates, a state wide non-profit consulting firm dedicated to assisting consumers, providers and family organizations develop, manage and operate supportive housing seeks a full time associate.

**General Description:**

The Associate Homeless Planning Consultant will be responsible for taking an active role in developing community plans to organize and deliver services and housing to homeless individuals in New Jersey (The Continuum of Care Plan). The associate will also be involved in working with communities in developing long term plans to end homelessness and to coordinate statewide Project Homeless Connect events.

**Duties and Responsibilities:**

- Attend and be actively involved in meetings related to the planning and application process
- Close coordination with involved organizations and counties
- Collect and assemble information to prepare annual submission of homeless plan
- Research and analysis of current trends and practices in homeless planning
- Assist in any other activities that will foster the goals and objectives of Monarch Housing Associates.

**Requirements**

- Minimum Bachelor's Degree
- Excellent writing and research skills
- High degree of organizational skills, including the ability to manage multiple priorities
- Demonstrated ability to work both independently and as an effective team member
- Outstanding interpersonal skills
- Proficiency in MS Word, Excel and Adobe Acrobat
- Possess a reliable car and valid driver's license
- Willingness to travel within New Jersey
- Ability to work some off peak hours and/or flex hours when necessary
- Ability to follow clear directions and work under tight deadlines
- Have an interest in homelessness and community planning issues

**Salary**

Salary is commensurate with experience.

Send cover letter and resume to Richard W. Brown, Monarch Housing Associates no later than **August 31, 2007** to. Email submissions are preferred.

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