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Monarch Housing Associates is a mission driven, results oriented, statewide non-profit consulting company founded in 1990. Our mission is to expand the supply, accessibility and variety of affordable, permanent supportive housing through development, planning, advocacy and partnerships. This is accomplished through three (3) primary activities:

- Housing Production
- Homeless Planning Services
- Public Policy/Advocacy

The Ending Homelessness Team (EHT) carries out the homeless planning efforts of Monarch Housing. The mission of the Ending Homelessness Team of Monarch Housing Associates is to work to end homelessness in New Jersey through sound planning and the creation of housing opportunities for all. To this end, EHT works with seventeen (17) of the twenty-one (21) counties throughout the state of New Jersey in their homeless planning efforts as they work to end homelessness in their communities. The Ending Homelessness Team works on all aspects of homeless planning to ensure not only adequate funding for programs, but also the development of sound plans and assistance with innovative projects to end homelessness.

The Ending Homelessness Team provides planning services in the following areas:

- Preparation of Continuum of Care Applications
- Preparation of Ten Year Plans to End Homelessness
- Bringing model programs to New Jersey
- Advocacy on Homeless Issues
- Statewide Data Analysis
- Local homeless plan preparation & implementation
- Grant Management

Currently, the Ending Homelessness Team is seeking to fill 3 positions to assist in the variety of activities carried out across the state. Please click on the links below to access information about the current open positions.

- 1. Homeless Planning Consultant**
- 2. Data Analyst**
- 3. Data Intern**

If you have any questions, please feel free to contact me.

Taiisa Kelly, Senior Associate

**Monarch Housing Associates
Homeless Planning Consultant
Job Description**

Monarch Housing Associates, a state wide non-profit consulting firm dedicated to developing permanent supportive housing for special needs populations and ending homelessness in New Jersey, is seeking a full time homeless planning consultant to work with the Ending Homelessness Team.

General Description:

The mission of the Ending Homelessness Team of Monarch Housing Associates is to work to end homelessness in New Jersey through sound planning and the creation of housing opportunities for all. To this end, EHT works with seventeen (17) of the twenty-one (21) counties throughout the state of New Jersey in their homeless planning efforts as they work to end homelessness in their communities. The Ending Homelessness Team works on all aspects of homeless planning and Continuum of Care (CoC) management to ensure not only adequate funding for programs, but also implementation of effective homeless services.

Duties and Responsibilities:

Some of the activities associates work on include:

- Facilitation of CoC planning meetings
 - Work with local planning committee to prepare meeting agenda
 - Identify key stakeholders and send out meeting notices
 - Prepare materials to facilitate meetings
 - Prepare meeting minutes
 - Facilitate planning meetings
- Technical Assistance
 - Maintain highest level of proficiency in understanding HUD regulations, priorities and national best practices in the field
 - Provide technical assistance to community stakeholders on a variety HUD topics & regulations
 - Prepare training materials and summary notices to assist stakeholders in understanding HUD directives and concepts
 - Provide training to a variety of stakeholders in various formats (including: in person, webinars conferences etc)
- CoC Application
 - Coordinate local processes to select projects for funding
 - Provide technical assistance to local selection committees to ensure competitive projects are selected
 - Complete CoC application using information from local meetings, community partners and year round planning activities
 - Facilitate review and analysis of application and areas for improvement
 - Complete data analysis of information from the Homeless Management Information System to facilitate completion of the CoC application
 - Coordinate with local stakeholders for the final submission of the CoC application
- Program and Strategy Development
 - Stay abreast of best practices in the field
 - Assist communities in identifying programs that will enhance the local homeless service system
 - Facilitate stakeholder meetings to develop strategies to address barriers in the homeless service system
 - Work with communities to develop best practice programs (including: developing program goals, mapping out program protocols, developing program policies & procedures, assisting in identification of agencies to implement the project, creating monitoring protocols etc)
- Monitoring & Evaluation

- Work with communities to develop monitoring protocols for both overall system functioning and individual program implementation
- Prepare and update monitoring tools
- Facilitate meetings with monitoring and review committees
- Prepare notifications to agencies regarding monitoring schedule and process
- Complete project monitoring (review program documents, identify areas of deficiency, prepare monitoring report)
- Complete system analysis (collect & analyze data from HMIS, prepare charts/tables to share system performance information, identify areas for further questions and discussion, provide examples of strategies to improve performance)
- Strengthen local homeless planning processes
 - Participate in local meetings to discuss issues related to the homeless service system
 - Prepare and submit reports as necessary
 - Complete grant applications, within the scope of local contracts, as necessary
 - Participate in activities necessary to advance the local homeless system

Requirements

- Minimum Bachelor's Degree
- Two years of related experience preferred
- Experience in the social service non-profit environment, consulting, or public policy sector is beneficial
- Ability to explain complex technical materials in a manner understood by the general public
- Strong professional writing skills and the ability to communicate with all levels of management, staff and consumers
- Strong communication, interpersonal and problem solving skills
- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities
- Proven ability to be flexible and work hard, both independently and in a team environment
- Knowledge and experience using various software programs, proficiency in Microsoft Office Products (Word, Excel, PowerPoint) and Adobe required.
- A strong work ethic, integrity, and the highest ethical standards are expected
- Demonstrated experience with and sensitivity to varying cultural, ethnic and social backgrounds, values and attitudes
- Possess a reliable car and valid driver's license; willingness to travel within New Jersey and occasionally out of state for conferences
- Ability to work some off peak hours and/or flex hours when necessary

Salary: Commensurate with experience.

Send cover letter, resume to:

Taiisa Kelly, Monarch Housing Associates
 Fax: (908)382-6323
 Mail: 29 Alden Street, Suite 1B, Cranford, NJ 07016
 E-Mail: tkelly@Monarchhousing.org

Monarch Housing Associates
Data Analyst
Job Description

Monarch Housing Associates, a state wide non-profit consulting firm dedicated to developing permanent supportive housing for special needs populations and ending homelessness in New Jersey, is seeking a full time data analyst to work with the Ending Homelessness Team.

General Description:

The mission of the Ending Homelessness Team of Monarch Housing Associates is to work to end homelessness in New Jersey through sound planning and the creation of housing opportunities for all. To this end, EHT works with seventeen (17) of the twenty-one (21) counties throughout the state of New Jersey in their homeless planning efforts as they work to end homelessness in their communities. The Ending Homelessness Team works on all aspects of homeless planning and Continuum of Care (CoC) management to ensure not only adequate funding for programs, but also implementation of effective homeless services. The Data Analyst will provide support to the Team through provision of data analysis and reporting support to augment local homeless planning processes.

Duties and Responsibilities:

Some of the data analysis activities may include (but are not limited to):

- Overseeing annual point in time process
 - Update data collection surveys as necessary to comply with federal requirements
 - Prepare/update training materials for survey administration
 - Assist in training communities on use of PIT survey and data collection
 - Monitor data collection process to ensure 100% collection rate
 - Manage data clean-up process
 - Complete data analysis
 - Prepare reports based on data for HUD compliance and local planning efforts
- Serving as Lead Analyst for New Jersey Housing Mortgage and Finance Agency (NJHMFA) collaboration
 - Complete data analysis and prepare Annual Homeless Assessment Reports utilizing data from the Homeless Management Information System (HMIS) (Foothold Technology, AWARDS software)
 - Participate in CoC data committee meetings providing guidance on how to improve data quality and understanding of HUD requirements
 - Coordinate with NJHMFA to provide joint trainings to HMIS system users to enhance understanding of data entry
 - Assist NJMHFA in developing innovative ways of sharing HMIS data with communities to assist in planning including creation of report templates and recommendations for software upgrades
 - Assist CoCs in better understanding how to enhance use of HMIS data to guide local planning
 - Participate in bi-monthly HMIS Advisory Council Meetings
- Serving as Lead Analyst for Rutgers Center for Health Policy (RCHP) collaboration
 - Participate in monthly meetings with RCHP staff in discussion of Medicaid-HMIS data match study
 - Provide contextual information on HMIS data elements
 - Assist in stakeholder outreach to enhance contextual background of the study
 - Provide guidance on appropriate data elements and research questions related to the HMIS dataset
 - Assist in the development of research materials, presentations, reports and summary findings
- Completing CoC reporting requirements
 - Prepare Point-in-Time Count and Housing Inventory Chart data submissions in the HUD Data Exchange (HDX)
 - Prepare System Performance, Data Quality and Annual Homeless Assessment Reports (AHAR) from HMIS and report information in the HDX system
 - Work independently and with EHT members to create reports for use in monthly CoC planning meetings to inform discussions on trends, needs, gaps in services and strategy development for the homeless service system

Requirements

- Bachelor's Degree required, Master's degree preferred with completed coursework in statistics, research methods, urban policy, sociology etc. A minimum of two years of related experience in quantitative data analysis and research, particularly working with complex data and relational database structures preferred
- Experience in the social service non-profit environment, consulting, or public policy sector is beneficial
- A demonstrable understanding of statistics paired with advanced knowledge of analytical tools in Excel, including the use of macros and formulas, statistical functions, and the development of graphs and charts
- Experience with SPSS or other quantitative analysis software preferred
- Ability to explain complex technical materials in a manner understood by the general public
- Strong professional writing skills and the ability to communicate with all levels of management, staff and consumers
- Strong communication, interpersonal and problem solving skills
- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities
- Proven ability to be flexible and work hard, both independently and in a team environment
- Knowledge and experience using various software programs, supporting the use of these software packages, system networking and communications. Proficiency in Microsoft Office Products (Word, Excel, PowerPoint) required. Methodological expertise in data quality assurance and control; ability to conduct qualitative and quantitative analysis
- A strong work ethic, integrity, and the highest ethical standards are expected
- Demonstrated experience with and sensitivity to varying cultural, ethnic and social backgrounds, values and attitudes
- Possess a reliable car and valid driver's license; willingness to travel within New Jersey and occasionally out of state for conferences
- Ability to work some off peak hours and/or flex hours when necessary

Salary: Commensurate with experience.

Send cover letter and resume to:

Taiisa Kelly, Monarch Housing Associates
Fax: (908)382-6323
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E-Mail: tkelly@Monarchhousing.org

Monarch Housing Associates
Data Analyst Intern
Job Description

Monarch Housing Associates, a state wide non-profit consulting firm dedicated to developing permanent supportive housing for special needs populations and ending homelessness in New Jersey, is seeking a data analyst intern to work with the Ending Homelessness Team.

General Description:

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Duties and Responsibilities:

Some of the data analysis activities may include (but are not limited to):

- Assist with data collection, analysis and preparation of Point-In-Time Count reports
- Assist with data collection, analysis and preparation of Monarch Annual Homeless Assessment Report
- Complete data analysis and prepare charts for EHT planning meetings to inform discussions on trends, needs, gaps in services and strategy development for the homeless service system
- Attend data related meetings

Requirements

- Completion of Bachelor's level coursework in statistics, research methods, urban policy, sociology etc.
- A demonstrable understanding of statistics paired with advanced knowledge of analytical tools in Excel, including the use of macros and formulas, statistical functions, and the development of graphs and charts
- Ability to explain complex technical materials in a manner understood by the general public
- Strong professional writing skills and the ability to communicate with all levels of management, staff and consumers
- Strong communication, interpersonal and problem solving skills
- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities
- Proven ability to be flexible and work hard, both independently and in a team environment
- Knowledge and experience using various software programs, supporting the use of these software packages, system networking and communications. Proficiency in Microsoft Office Products (Word, Excel, PowerPoint) required. Methodological expertise in data quality assurance and control; ability to conduct qualitative and quantitative analysis
- A strong work ethic, integrity, and the highest ethical standards are expected
- Demonstrated experience with and sensitivity to varying cultural, ethnic and social backgrounds, values and attitudes

- Possess a reliable car and valid driver's license; willingness to travel within New Jersey and occasionally out of state for conferences
- Ability to work some off peak hours and/or flex hours when necessary

Salary: A small stipend will be available with this internship opportunity. Further information will be provided during the interview process.

Send cover letter and resume to:

Taiisa Kelly, Monarch Housing Associates

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