



## Monarch Housing Associates Experienced Homeless Planning Associate Job Description

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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 Associate to work with the Homeless Planning Team (HPT).

### General Description:

Monarch Housing Associates works to end homelessness in New Jersey through sound planning and the creation of housing opportunities for all. To this end, HPT works with eighteen (18) 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 Homeless Planning 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.

### Duties and Responsibilities:

- Attend community meetings to facilitate the planning process and provide technical assistance services
- Prepare meeting materials to facilitate conversation on local needs and strategies to improve the service system
- Facilitate the development and implementation of local plans to end homelessness
- Evaluate local homeless systems and provide recommendations for improvements
- Research best practices in the homeless housing & service arena and assist in the development of model programs in local communities
- Prepare annual Continuum of Care grant application
- Provide support and technical assistance in understanding CoC HUD regulations
- Assist in preparation, implementation and analysis of annual Point in Time Count activities
- Develop, write and/or contribute to reports, posts, testimony and other documents addressing issues of homelessness
- Facilitate meetings of local advisory boards that provide persons with lived experience the opportunity to lead planning conversations
- Consult on the allocation strategies for funding sources contributing to the homeless service system
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- Assist in any other activities that will foster the goals and objectives of Monarch Housing Associates.

### Requirements

- 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
  - Excellent track record in demonstrating successful independent judgement
  - Experience working with HUD programs or other federal or state programs
  - Familiar with local, state, or federal funding sources
  - Experience in grant management
  - Experience working with the Continuum of Care
  - Outstanding interpersonal skills
  - Experience working with diverse groups of stakeholders
  - Ability to follow clear directions and work under tight deadlines
  - Have an interest in homelessness and community planning issues
  - Comfortable with public speaking in small and large groups
  - Proficiency in Word, Excel and Adobe Acrobat, PowerPoint
  - 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
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### Core Competencies

- Attention to Detail
- Commitment to Ending Homelessness
- Ability to meet communities where they are
- Patience
- Flexibility
- Strong Work Ethic

**Salary:** \$60,000 - \$65,000, plus a generous benefits package, including health insurance and a 401K match.

Send cover letter, resume to:

Asish Patel, Monarch Housing Associates  
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