



Monarch Housing Associates Experienced Homeless Planning Coordinator Job Description

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Monarch Housing Associates, a statewide 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 Coordinator to work oversee efforts to end veterans homelessness in the Southern Region including Atlantic, Cape May, Cumberland and Salem Counties.

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 communities throughout the state of New Jersey in their homeless planning efforts as they work to end homelessness. 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:

- Facilitate daily, weekly and monthly stakeholder meetings to support identification, engagement and efforts to house veterans experiencing homelessness.
- Develop and host a Community Consultant Board made up of persons with lived experience of homelessness
- Integrate the Community Consultant Board into the system planning and evaluation process
- Develop policies and procedures for system coordination, communication, referral, and data collection processes
- Evaluate program and system performance and provide recommendations for program and system improvements
- Identify and engage key stakeholders to support and strengthen efforts to end veterans homelessness
- Conduct regular analysis of data quality, accuracy and program performance, and work with agencies to address identified issues
- Assist in preparation and implementation of annual Point in Time Count activities
- Design & maintain Region 5 – Bring Veterans Home website to update the community on services and progress
- Serve as primary point of contact on all veterans service activities in the region; inform community partners about program opportunities & progress



- Assist in any other activities that will foster the goals and objectives of Monarch Housing Associates.

Requirements

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- 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
- 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
- Applicants must be authorized to work for any employer in the U.S. We do not currently sponsor for immigration or work permit applications.

Core Competencies

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

Salary: \$75,000 - \$80,000. Full benefits package available, including fully paid Health, Dental and Vision insurance, 401K, 401K match, generous time off, and professional development opportunities.

Monarch is an Equal Opportunity/Affirmative Action Employer and is committed to diversity, equity, and inclusion in its workforce. We encourage candidates that will help us live out this commitment to apply.

Send cover letter and resume to:

Asish Patel, Monarch Housing Associates

E-Mail: apatel@Monarchhousing.org

226 North Avenue West, Cranford, NJ 07016 tel. 908.272.5363 fax. 908.628.1055

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