



## **Monarch Housing Associates CLPD Coordinator Job Description**

### **Board of Trustees**

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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 CLPD Coordinator 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 ensure this work is aligned with the needs of those experiencing homelessness, Monarch Housing Associates operates a Community Led Planning and Development program which supports the development and ongoing integration of advisory boards of persons with lived experience into the system planning work. The CLPD Coordinator would continue the implementation of this program and further enhance the work of the advisory boards throughout the State of New Jersey.

### **Staff**

Taiisa Kelly  
Chief Executive Officer

Asish Patel  
Chief Operating Officer

### **Duties and Responsibilities:**

- Attend and facilitate the local lived experience advisory board meetings
- Provide individual one-on-one support to advisory board chairs and co/vice chairs
- Assist in strategic planning to help advisory boards determine avenues of system change
- Document best practices of advisory boards and the impact advisory boards make of their local communities and state programs
- Update written policies and procedures for the oversight and administration of the program
- Organize trainings, conferences and professional development opportunities for advisory board members
- Develop, write and/or contribute to grant applications to bring new funding to programs
- Coordinate and oversee payments for member participation and expenses
- Collect/analyze data and compile reports

### **Requirements**

- Excellent writing and research skills
- High degree of organizational skills, including the ability to manage multiple priorities



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- Demonstrated ability to work both independently and as an effective team member
- Excellent track record in demonstrating successful independent judgement
- Preference for someone with lived experience of homelessness
- Preference for someone who has worked with HUD programs or other federal or state programs
- 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

**Job Schedule and location:** Full-time hours, generally M-F, 9:00am-5:00pm. Must be willing to work occasional hours outside normal work hours. Must be able to come into the Monarch office in Cranford as needed. Travel around the state of New Jersey is required.

**Compensation:** \$60,000. 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](mailto:apatel@Monarchhousing.org)