

Rochester/Monroe County Continuum of Care Coordinator

The Rochester/Monroe County Continuum of Care (CoC) is seeking qualified candidates for **CoC Coordinator**. The Coordinator provides (1) administrative support for the CoC Team that represents the region to the U.S. Department of Housing and Urban Development (HUD), (2) coordination of the annual review and application process for the HUD Super NOFA (Notice of Funding Availability), (3) technical assistance to community agencies that offer services to individuals and families who are homeless or at risk of becoming homeless, and (4) oversight of Homeless Management Information System (HMIS) operations.

Competitive candidates will possess:

- A bachelor's degree or equivalent
- At least four years of experience in human services, business, or a related field
- Successful managerial- or supervisory-level experience
- Comprehensive understanding of U.S. Department of Housing and Urban Development (HUD) homelessness funding and resources
- Thorough knowledge of the homeless services field
- Excellent written and oral communication skills
- Strong prioritization, process development, and facilitation skills
- Exceptional organization and attention to detail
- Ability to handle multiple tasks in a deadline-oriented environment
- Solid computer and internet skills

The CoC Coordinator will be hired as a consultant under contract to the Continuum of Care. Interested individuals should send a letter of introduction and resume to the Rochester/Monroe County Continuum of Care, c/o Daniel Sturgis, Rochester Housing Authority, 675 West Main Street, Rochester, NY 14611, or dsturgis@rochesterhousing.org. The deadline for application is Friday, December 16, 2011.