



Monarch Housing Associates EHG Program Coordinator Job Description

Job Title: EHG Program Coordinator

Reports To: EHG Team Manager

Board of Trustees

Marcus Randolph
Chair

Laverne Williams
Vice-Chair

Laura Rodgers
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Sharon Cockey
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Zakiyyah Wilson

Staff

Taiisa Kelly
Chief Executive Officer

Asish Patel
Chief Operating Officer

Jane Kaye
Comptroller

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, the homeless planning team works with all twenty-one counties throughout the State in varying aspects of their Continuum of Care implementation, data evaluation and reporting, execution of special initiatives and homeless planning efforts. The EHG Program Coordinator would oversee the program implementation of Code Blue, Code Red, Coordinated Entry, and any other developed programs in Ocean County.

Key Responsibilities

Program Oversight and Implementation:

The EHG Program Coordinator would provide direct program implementation and oversight services to the Ocean County Continuum of Care. The level of work may vary depending on the programs. This work includes, but is not limited to:

- Development of direct programs to meet community needs
- Monitor agencies that are subrecipients or grantees of EHG
- Development of programmatic operating procedures
- Development of reporting templates
- Reporting templates to EHG funders, community partners, or subrecipients/grantees
- Provide TA and support to agencies on program implementation
- Research best practices
- Develop written policies and procedures
- Coordinate with local providers to ensure effective coordination
- Review program outcomes and data to ensure effectiveness
- Complete all required reporting to funders
- Facilitate community meetings to engage stakeholders, address issues, and improve communication
- Report system level issues to CoC lead and contribute to system planning

Qualifications:

Minimum requirements:

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



- Demonstrated ability to work independently and as an effective team member
 - Excellent track record in demonstrating successful independent judgement
 - Outstanding interpersonal skills
 - Experience working with diverse groups of stakeholders
 - Ability to follow clear directions and work under tight deadlines
 - Comfortable with public speaking in small and large groups
 - Proficiency in Word, Excel, and Adobe Acrobat, PowerPoint
 - Ability to think creatively to problem solve and assist with conflict resolution
 - Willingness to travel within New Jersey – possess a reliable car and valid driver's license
- Board of Trustees**
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Chief Executive Officer
- Asish Patel
Chief Operating Officer
- Jane Kaye
Comptroller
- Applicants must be authorized to work for any employer in the U.S. We do not currently sponsor for immigration or work permit applications.

Preferred skills & experience

- Experience working with the Continuum of Care
- Experience in grant management
- Experience in supervising staff and leading team activities
- Experience utilizing New Jersey's Homeless Management Information System
- Experience working with HUD programs or other federal or state programs
- Familiar with local, state, or federal funding sources

Agency Support

All Monarch staff are expected to participate in the planning and execution of agency wide events and efforts such as an annual conference and/or advocacy and policy initiatives.

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: Approximately \$65,000. Full benefits package available, including fully paid Health, Dental and Vision insurance, 401K, 401K match, paid 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 who will help us live out this commitment to apply.

How to Apply:

Please send cover letter and resume to:
Hilary May, hmay@monarchhousing.org