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**Monarch Housing Associates
Strategic Planning & Implementation Intern
Job Description**

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 highly motivated intern to support the implementation of its strategic plan to end family and youth homelessness across New Jersey.

General Description:

Monarch Housing Associates works to end homelessness in New Jersey through sound planning and the creation of housing opportunities for all. This is a unique opportunity to gain hands-on experience in housing policy, systems change, and nonprofit strategy while contributing to impactful, mission-driven work.

Intern will work closely with leadership and cross-functional teams to help translate strategy into action, supporting coordination, research, and execution across multiple initiatives.

Duties and Responsibilities

- Conduct landscape analysis and background research on family and youth homelessness across New Jersey
- Research federal, state, and local housing policies to help direct current funding streams and strategic plan implementation
- Attendance at homeless services stakeholder meetings to identify areas for possible coordination
- Prepare meeting notes and outcomes to report back to team members and assist in brainstorming next steps or actions to implement
- Assist in the development and refinement of coordinated entry system (CES) tools, including drafting or updating universal housing applications, intake workflows, and prioritization frameworks aligned with HUD and CoC standards
- Support the design of implementation plans for strategic priorities, including defining timelines, identifying responsible stakeholders, and aligning with evidence-based housing interventions such as Rapid Re-Housing (RRH) and Permanent Supportive Housing (PSH)
- Conduct targeted research on best practices in housing-first approaches, youth homelessness prevention, and family stabilization models to inform program design and system improvements
- Assist with data tracking and performance measurement, including organizing metrics related to housing placements, returns to homelessness, and system flow, in alignment with Homeless Management Information System (HMIS) reporting standards



- Contribute to policy and advocacy efforts by researching legislative priorities, drafting briefing materials, and supporting initiatives that advance housing as a human right in New Jersey
- Collaborate with internal teams to ensure alignment between strategic plan implementation, program operations, and policy initiatives, helping to bridge planning and on-the-ground service delivery

Requirements:

- Excellent writing and research skills
- High degree of organizational skills, including the ability to manage multiple priorities
- Ability to work independently and as an effective team member
- Outstanding interpersonal skills
- 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
- 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 Homeless Management Information System (HMIS)
- Experience with the Continuum of Care program (or other HUD housing/homelessness programs)
- Meeting facilitation
- Ability to think creatively to problem solve and assist with conflict resolution

Core Competencies:

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

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

Salary: Approximately \$16 an hour

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: Hilary May— hmay@monarchhousing.org