



Housing on Merit (HOM) was founded in 2011 and is a §501(c)(3) non-profit corporation. Our mission is to create a bridge to permanent affordable housing for vulnerable populations. We do this by forming long-term partnerships with developers who share our commitment to preserve and develop affordable housing. We build communities where residents can access support services and growth opportunities to maintain safe, stable housing, and make positive life changes.

HOM's Planning & Programming Coordinator is responsible for performing a variety of highly-skilled administrative and program management-related functions. The Planning & Programming Coordinator is an innovative thinker and problem-solver, and quintessential team player, who is highly organized and dedicated to producing quality work. The ideal candidate must have strong leadership capabilities, excellent oral and written communication skills, and enjoy adapting to a rapidly changing environment. This individual must have a minimum of two years of experience in social work, or fields related to housing and/or homelessness, be exceptionally organized, have experience with strategic planning, program and budget development. The successful candidate will thrive in an environment working with a multidisciplinary team of community organizations.

**Title: Planning & Programming Coordinator**

Salary: DOE

Immediate Supervisor: Executive Director

Location: San Diego, CA

Educational Requirements: Advanced degree in Non-Profit Management or Related Field

Language Requirements: Bilingual English/Spanish Preferred

**Essential Duties and Responsibilities:**

1. Performs a variety of highly-skilled and detailed tasks related to Resident Services planning and programming.
  - Develop and maintain the Resident Services Budget and Strategic Plan.
  - Supervise the activities of Resident Services Coordinators and volunteers, and coordinate services with partner organizations.
  - Develop and maintain relationships with staff, residents, property managers, and partners to ensure resident needs are understood and appropriate services are delivered.
  - Develop comprehensive service plans and implement activities that promote a healthy community, such as facilitating support groups, youth programs, social celebrations and resident empowerment.

- Draft Resident Services Reports for Housing on Merit partners and supporters.
  - Develop and maintain a Resident Resource Directory that lists state and local service providers.
  - Produce monthly resident calendars of events and activities, outreach flyers and newsletters.
  - Conduct surveys to assess resident needs at each community, tabulate survey results, and use findings to evaluate, plan and execute relevant resident services programming.
  - Establish linkages with agencies and service providers in the community who will provide direct services to residents.
  - Monitor the ongoing provision of services from community agencies to ensure they are appropriate and meet residents' needs.
  - Coordinate all program services, use of site facilities and equipment with onsite property management teams.
  - Identify resident services program funding opportunities from Federal, State, and local agencies; prepare and submit appropriate documentation to secure funding.
  - Attend and participate in professional group meetings to stay informed of trends and innovations in the field of resident support services and U.S. Housing and Urban Development program requirements and regulations.
2. Performs a variety of highly-skilled and detailed tasks related to the Awards of Merit for Housing Assistance Veteran Program
- Process incoming applications, interview applicants, and assist Executive Director in selecting awardees.
  - Maintain updated records of all incoming applications, and award recipients.
  - Conduct monthly check-ins with awardees.
  - Establish appropriate community partnerships when appropriate to expand reach of program.
  - Solicit in-kind donations for awardees to assist in their transition into housing.
  - Identify and secure opportunities for funding from Federal, State, and local agencies.
  - Assist in the development and execution of Peer-to-Peer Mentorship Program.
  - Attend and participate in professional group meetings to stay informed of trends and innovations in the field of veteran support services.
3. Additional functions of the position may include, but are not limited to:
- Maintains accurate and detailed calendars;
  - Produces reports, correspondence, minutes, policies, memos, forms, and other documents from notes, rough drafts, or verbal instructions; and
  - Maintains copious notes and records.
  - Assists with maintaining Housing on Merit's social media presence.
  - Maintains an in-depth understanding of Housing on Merit's various programs and initiatives.
  - Performs similar job-related duties as assigned.

**Qualifications:**

- Experience in community-organizing and community-building especially working with culturally diverse populations.
- Experience in a supervisory role overseeing multiple individuals in a variety of locations.
- Ability to communicate clearly, in an oral and written fashion.
- Advanced skills working with MS Office Suite applications.
- Knowledge of local and government resources and services, with emphasis on families and youth.
- Knowledge of, and sensitivity to, the needs of low-income housing residents.
- Knowledge of, and sensitivity to, the needs of homeless women veteran population.
- Strong management, strategic planning and organizational skills.
- Prior experience working with property management and resident services.
- Professional commitment to the mission of Housing on Merit.
- Ability to represent HOM in a professional manner.

**Application Process:**

Salary and benefits commensurate with experience. HOM is an equal opportunity employer that values and encourages diversity in its workforce. Interested applicants should email Jennifer Litwak at [jlitwak@housingonmerit.org](mailto:jlitwak@housingonmerit.org). Please write Planning and Programming Coordinator in the email subject header as well as your full name and include a cover letter, resume, and salary requirements.

Applications will be accepted through January 7, 2019, with an anticipated start date of February 4, 2019. No telephone calls please.