



New Mexico Coalition to
End Homelessness

Balance of State Continuum of Care Program Officer

Under the supervision of the CoC Director, the Balance of State CoC Program Officer will perform the duties outlined below to support agencies in the Balance of State Continuum of Care (CoC) in the planning and implementation of housing projects for people experiencing homelessness, including aligning practices with the CoC Interim Rule, Written Standards, and community goals to end homelessness. The Balance of State includes all communities outside of Albuquerque.

Duties and Responsibilities

- Lead coordinator of the regular meetings of the Balance of State COC Membership and CoC Board; including the creation of relevant agendas, execution and upkeep of meeting attendance and minutes, and coordination of the meetings.
- Lead the Balance of State Housing Inventory Count and sheltered and unsheltered Point-in-Time Counts.
- Work with others to develop and provide professional development around topics related to CoC program and case management functionality for CoC providers.
- Support the development and maintenance of partnerships across the Balance of State that benefit the growth of the CoC membership and the development of a continuum of homeless, housing, and prevention services across the state.
- Support the COC Program Director through the annual CoC funding competition, including the annual review and ranking process for renewal and new project applications.

- Support the completion and submission of the annual CoC Consolidated Application for funding from HUD.
- Update internal and external documents, such as CoC standards to support annual processes and requirements.
- Lead community committees or workgroups as needed.
- Other duties to support statewide efforts and plans to end homelessness as assigned by the COC Program Director.

Full Time

The New Mexico Coalition to End Homelessness (NMCEH) has instituted a four-day work week. Coalition hours are Monday-Thursday, 9:00 am–5:00 pm. This time off is dedicated to ensuring our staff can focus on self-care and wellness. By prioritizing their well-being, we are empowering them to continue their vital work in ending homelessness in New Mexico. Position is based in Santa Fe with support from the Albuquerque office of the New Mexico Coalition to End Homelessness. Travel is required.

Compensation:

\$53,000 annually to start plus health, dental, and vision insurance, paid vacation and retirement benefits.

Qualifications:

- Two years of experience with a nonprofit organization, another community-based agency, a neighborhood, a network, or a city or county government.
- A passion for and commitment to social justice issues and the desire to toward the goal of ending homelessness.
- An eye for detail
- Direct experience with homelessness, either personally or in one's family or community is preferred
- Work well as part of a team
- Skills in networking and outreach
- Ability to work independently
- Strong organizational skills.
- Computer skills, experience with Microsoft Office Suite, and experience using various software to process information and analyze data is preferred.
- Proof of COVID-19 vaccination.

To Apply:

Email a resume, cover letter, and the names, email addresses, and telephone numbers of three professional references to tony-w@nmceh.org

Diversity and equity are important to ending homelessness. The NM Coalition to End Homelessness is passionate about building and sustaining an inclusive and equitable working environment for staff, clients, and partner agencies. We believe every member on our team enriches our diversity by exposing us to a broad range of knowledge and experiences that allow us to design and deliver stronger services and support in ending homelessness in New Mexico. We welcome applicants with lived experience of homelessness, people of diverse racial and ethnic backgrounds, part of the LGBTQ community and people who are differently abled.