

**New Mexico Coalition to End Homelessness  
Albuquerque CoC Program Officer**

Under the supervision of the CoC Director, the Albuquerque CoC Program Officer will perform the duties outlined below in order to support agencies in the Albuquerque Continuum of Care (CoC) in the planning and implementation functions outlined in the CoC Interim Rule, local standards, local Governance Charters, and community goals to end homelessness across New Mexico.

**Job Responsibilities:**

- Lead regular meetings of the Albuquerque 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 Albuquerque Housing Inventory Count and sheltered and unsheltered Point-in-Time Counts.
- Develop and provide support and training around topics related to CoC program and case management functionality for CoC providers.
- Support the development and maintenance of partnerships in Albuquerque that benefit the growth of the CoC membership of key community stakeholders and the development of a continuum of homelessness, housing, and prevention services across the City.
- Provide direct support and grant management to the City of Albuquerque and its CoC subrecipients including the completion of their annual applications for funding.
- Support the CoC Program Director through the annual CoC funding competition, including the annual review and ranking process for renewal and new project applications.
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- Support the completion and submission of the annual CoC Consolidated Application for funding to 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**

40 hours per week, Monday through Friday 8:30am to 5pm or as arranged with supervisor. Position is based in the Albuquerque office of the New Mexico Coalition to End Homelessness.

**Compensation:**

\$47,000 to \$50,000 annually to start plus health, dental, and vision insurance, paid vacation and retirement benefits.

**Qualifications:**

- Bachelor's degree in public policy, public administration, social work, data analysis, program evaluation, or related field. Three years of experience related directly to job duties can be substituted for a Bachelor's degree.

- 2-3 years of experience in administering or operating Continuum of Care projects or equivalent combination of experience administering or operating other Federal, State or Local Assistance programs.
- Excellent analytical skills and ability to accurately interpret complex documents and policies, including legislative and regulatory guidelines required.
- Strong administrative skills.
- Ability to manage multiple projects, comfortable working in a rapidly changing environment, and building and maintaining partnerships required.
- Strong computer skills, experience with Microsoft Office Suite, and experience using various software to process information and analyze data required.
- Must have a passion for and commitment to social justice issues and the desire to work in the background toward the goal of ending homelessness.
- 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](mailto: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. With this in mind we welcome applicants with lived experience of homelessness, people of diverse racial and ethnic backgrounds, people who are differently abled, and LGBTQ people.*