



**New Mexico Coalition to End Homelessness
Continuum of Care (CoC) Administrator**

The New Mexico Coalition to End Homelessness is hiring a Continuum of Care (CoC) Administrator. Under the supervision of the CoC Director, the CoC Administrator will perform the duties outlined below in order to support the work of agencies and NMCEH staff in the Balance of State and Albuquerque Continuums of Care (CoC) to end homelessness in New Mexico.

Job Responsibilities:

- Provide technical support to NMCEH staff and CoC member agencies in executing HUD grant requirements, including working with others to resolve questions and issues as they arise in the delivery of homelessness services. This includes researching and referencing the CoC Interim Rule, local standards, local Governance Charters, and community goals.
- Assist with organizing the annual Point in Time Count of people experiencing homelessness across New Mexico
- Assist with organizing the annual Homeless Memorial Vigil in Albuquerque.
- Support regular meetings of the Balance of State and Albuquerque CoC Membership and CoC Boards, including the execution and upkeep of meeting attendance and minutes, and coordination of the meetings.
- Collect and enter data for the annual Housing Inventory Count and sheltered and unsheltered Point-in-Time Counts.
- Provide support in the development and execution of training around topics related to the CoC programs
- Support the development and maintenance of partnerships in New Mexico that benefit the growth of the CoC membership and the development of a continuum of homelessness, housing, and prevention services across the state. This includes strengthening and developing relationships with people dedicated to ending homelessness in New Mexico.
- 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 to HUD.
- Update and organize documents and work with the CoC Teams to develop Standard Operating Procedures
- 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:

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

Qualifications:

- 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

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.