



The Westmoreland Housing Alliance Team

Position: Westmoreland Housing Alliance Teams Captain

Company: TBD

Location: TBD

Status: Part Time/Possibility of Full Time

Background:

The Westmoreland Housing Alliance Team (WHAT) is working to create a community where homelessness is rare, brief, and non-recurring, where housing is affordable, accessible, and safe, and where equitable opportunities exist to empower people's self-reliance and strengthen their natural support systems. The long-term goals of WHAT is to expand the number of available units for people seeking housing in Westmoreland County, as well as provide them with resources to address their homelessness from a holistic approach and not just provide shelter. The team envisions creating a strong foundation that will allow it to remain focused on the strategic areas identified, to create a unified vision and community buy-in and identify clear action steps. These building blocks will in-turn create future impact, strengthening and expanding our county's collective housing and homelessness response network, and realizing broader community systems integration.

This job opening is available to individuals looking for meaningful employment opportunities. Compassion for the issues surrounding homelessness and a good knowledge of Westmoreland County and its inhabitants are key factors.

Major Qualifications and Responsibilities:

- Serve as a "hub," working with the four WHAT action teams: Breaking Barriers, Governance, Housing Options, and Quality Control.
- This position works collaboratively with Westmoreland Human Services Director, staff, organizations, representatives and others as needed to achieve goals.
- Become familiar with persons and groups directly or indirectly involved in project and establish relationships with local businesses, community organizations, Human Service groups, and government.
- Identify and resolve impediments to the development of affordable housing and identify opportunities related to affordable housing.
- This individual is responsible to identify housing opportunities, assist in establishing and attaining goals related to housing stability.
- Analyze development proposals and projects, work with staff to vet proposals.
- Assist, maintain, and monitor administrative aspects of program activities, including organizing, scheduling committee meetings, co-facilitating meetings and additional administrative tasks.
- Serve as an analyst responsible for advising, managing, and assisting the WHAT teams on specific projects.
- Oversee projects to ensure compliance with approved budgets, schedules, and contractual obligations.
- Research and utilize financing and funding options that leverage the funds.

- Incorporate sustainability and quality/livability standards into housing projects.
- Prepare regular reports regarding the status and impacts of the housing projects, accomplishments and costs.
- Responsible for the coordination and design of public relations information including applications, brochures, flyers, and website updates.
- Attend trainings as required by the CEO.
- Responsible for the coordination and/or completion of programmatic forms including but not limited to authorization for expenses, purchase order requests, request for payments and supply request forms.
- Maintain materials, equipment, and forms necessary for program operations.
- Assist the Fiscal Department in relation to Grants and coordination of documents between WCA and funders.
- Assist the Development Department in gathering data.
- Maintain close working relationship with all funding sources, and partners.
- Assist with general public inquiry about housing and other available programs.
- Any and all other job related duties as assigned by the CEO.
- Experience with HUD policies and procedures.
- Project management skills with high level of attention to detail and accuracy, along with an ability to effectively manage multiple priorities.
- Meeting/agenda planning and scheduling.
- Organization and coordination of trainings.
- Public outreach and good communications and marketing skills.
- Independent worker who is willing to take initiative.
- Ability to communicate effectively both orally and in writing.
- Nonprofit experience preferred
- Proven leadership skills

EDUCATION/EXPERIENCE AND/OR SKILLS:

1. Bachelor's Degree in marketing, economics, finance, public relations, planning, business administration, nonprofit management or related field; or Associates Degree with 5 to 10 years of experience preferred.
2. Must possess strong interpersonal, computer and clerical skills.
3. Must address projects in an entrepreneurial, energetic and imaginative manner.
4. Must be able to work evenings and weekends as deemed appropriate by CEO.
5. Must be able to work independently and a self-starter.
6. Must possess strong written and verbal skills.
7. Must possess valid PA. Driver's license and insurance to meet agency's requirements.

- **REQUIREMENTS NECESSARY TO SAFELY PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION OF WELCOME EVERYONE PROJECT COORDINATOR.**

Physical requirements - Push/pull, lift/move up to 25 pounds.

Manual dexterity - Perform moderately difficult manipulation - typing, writing, filing.

Coordination - Perform tasks which require foot and/or hand/eye coordination - driving a car, computer entry.

Mobility - Walk, stand, sit for prolonged periods of time, drive.

Speech - Articulate with extreme accuracy.

Vision - Read small print, drive a car.

Hearing - Able to receive verbal information with some background noise.

Concentration - Able to concentrate on moderate to fine detail with constant interruption.

Attention Span - Able to attend to task function for more than 60 minutes at a time.

Conceptualization - Able to understand and relate to theories behind several related concepts.

Memory - Able to remember multiple verbal and written task-assignments given at beginning of a period extending over long period of time.

Environment Conditions – Indoor/Outdoor work.

Signature _____ Date _____