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| Job title | <i>Part Time Systems Support Specialist</i> |
| Reports to | <i>Brevard Homeless Coalition Executive Director</i> |

Job purpose

- Direct support for the Coordinated Housing Assessment Team (CHAT)
- Managing grant deliverables
- Assist in developing coalition communications

Duties and responsibilities

- Coordinated Housing Assessment Team (CHAT)
 - Collect, Maintain and organize data
 - Maintain communication with BHC partner agencies
 - Input data into the Homeless Management Information System (HMIS)
 - Complete Full SPDAT assessments
 - Work closely with the CHAT Coordinator in the execution of weekly CHAT meetings
 - Present outcome data on program efficacy and fidelity
- Managing grant deliverables
 - Review and process monthly, quarterly, and end of year agency submissions and present them in a professional and timely manner to grant contractors
 - Assist with Federal, State, and private grant applications
- Assist in developing coalition communications
 - Assist in creating attractive and relevant marketing for BHC Board of Directors, member agencies and general public

Qualifications

Qualifications include:

- Experience and demonstrated ability to use Microsoft Office tools, especially Excel and PowerPoint
- Demonstrated interest and strengths in building positive relationships with a wide variety of individuals and organizations
- Flexibility to work within an evolving environment
- Ability to focus on the mission of the BHC and prioritize tasks
- Experience working with non-profits, social service agencies, and the challenges of at risk individuals and families

Working conditions

The position is part time with the initial requirement of 15 – 20 hours per week. The hourly rate is negotiable based upon experience. We are unable to offer benefits at this time. Reference will be requested and contacted. We will be completing a background check.

Send resume' and cover letter to Mark Broms at mbromsg@gmail.com