Job Vacancy Title: Program Coordinator

Program Description: To support a software-based HMIS (Homeless Management Information System) database across multiple service agencies, assist in conducting training, conduct report generation as directed and provide direct technical assistance as requested.

Position Type: Full time hourly position. This position is based on funding provided by grants. In the event that the program funding is reduced or eliminated this position may be terminated.

Pay Rate: $15.00- $16.00 per hour based on experience of the applicant.

Qualifications: A minimum of 2 years of college or an Associate’s degree in Computer Information Systems, Computer Science or a Social Science degree. Good oral and written communication skills. Basic computer literacy required. Must have reliable transportation and be able to pass a criminal background check.

Job Closing Date: March 31, 2020

1. Responsibilities:

- Support adequate privacy protection provisions in project implementation and administration.
- Support HMIS activities to ensure compliance with funding requirements, regulations and policies.
- Advocate and promote HMIS and all agency programs and services.
- Assume HMIS-related tasks and responsibilities as requested by the Program Manager, NACH Board of Directors Representative and the Executive Director.
- Maintain compliance documentation for all HMIS partner agencies participating in HMIS.
- Support overall programs and projects of HMIS.
- Carry out tasks as assigned / requested by Program Manager, NACH Board Representative or NACH Director.
- Carry out HUD policy pertaining to the CoC.
- Assist with the development of an HMIS Web Training Portal.
- Evaluate and procure hardware and/or complementary software.

NACH is a non-profit 501(c)(3) community-based organization that coordinates assistance to the homeless in north Alabama. NACH is supported by grants from HUD administered through the cities of Huntsville and Decatur. NACH is funded by private contributions, which are tax-deductible and can be made to the address above.
2. **HMIS daily operations include but are not limited to:**

- Provide HMIS technical assistance and software support to participating agencies as assigned or requested.
- Assist with training procedures and materials to support the use of HMIS.
- Support and promote HMIS through regular communication with homeless service provider agencies and support activities such as: project promotion, software user training and support, risk management, quality control and ongoing technical assistance as directed.
- Generate standard reports and queries on HMIS usage and data as directed by the Program Manager, appointed NACH Board Member and NACH Director.
- Attend HMIS-related meetings as requested.

**Qualifications:**

- Knowledge of and demonstrated experience related to PC hardware, software, and database use.
- The ability to clearly convey information regarding HMIS technology and software to diverse groups of people.
- Flexibility to meet changing needs within HMIS.
- Ability to effectively work within a social service setting and with diverse groups and individuals.
- Good communication skills.
- Detail oriented with strong time-management and organizational skills.
- Ability to rapidly change from one task to another without loss of productivity.
- Sensitive to and knowledge of the issues of homelessness.
- Nonprofit experience desired but not required.

All interested applicant must submit their resume and salary requirements to NACH Executive Director Lineise Arnold at director@nachcares.org no later than 12:00 noon on Tuesday, March 31, 2020.