COLLABORATIVE ENGAGEMENT TECHNICAL ADMINISTRATOR

Job Description

Position: The Collaborative Engagement Technical Administrator is primarily responsible for the administration of technical functions for the Coordinated Entry System and Continuum of Care activities. This position is responsible for the administrative functions necessary for the Commission to End Homelessness (C2eH), Continuum of Care activities, Coordinated Entry operations, and CoC Program Grant Application process.

The Collaborative Engagement Technical Administrator reports to and works directly with the Director, Collaborative Engagement. The Collaborative Engagement Technical Administrator will provide effective, timely support to the Coordinated Entry System Program Manager and the Continuum of Care Programs Manager. The Collaborative Engagement Technical Administrator also supports Continuum planning activities by working in partnership with the County of Orange Community Resources Department on the annual HUD funding application, C2EH implementation groups, and the biennial Point in Time Homeless Count.

Status: Full Time, Non-Exempt
Reports to: Collaborative Engagement Director
Supervises: None
Requires travel throughout Southern California, primarily in Orange County.

QUALIFICATIONS

Education/Experience
• Bachelor’s Degree from an accredited college or equivalent experience.
• Minimum one year of experience working with nonprofits, government agencies, and diverse community and organizational groups is preferred.
• Minimum one year of experience in data entry, reporting and/or an administrative capacity is preferred.

Other Skills
• Exemplary professional writing and verbal communication skills.
• Excellent organizational, planning, and coordination skills; demonstrate attention to detail.
• Data collection, entry, and reporting skills.
• Intermediate to advanced computer skills (Excel, Word, Powerpoint, Visio).
• Independent decision making skills.
• Manage time appropriately.
• Maintain appropriate confidentiality with regards to individual client information, as well as agency information.
RESPONSIBILITIES

Primary Duties

• Provide technical work needed to support Coordinated Entry System functions including weekly processing of Prioritization List, Housing Placement Match meeting preparation, and management of client files.
• Provide support in the research, creation and drafting of policy for the Coordinated Entry System.
• Work with Coordinated Entry System to ensure meeting materials and notes are prepared.
• Work directly with committee Chairs and support C2EH Implementation Groups to ensure meeting materials are prepared and minutes are taken.
• Assist in the facilitation of and communication with implementation groups and CoC at large. Including: preparation, posting, and recording of agendas and minutes in accordance with Brown Act requirements.
• Manage Continuum of Care Communications via newsletter, master calendar and website updates. Maintain up-to-date database of partner providers and other key stakeholders.
• Effectively support projects, including the annual SuperNOFA funding process and the bi-annual Point in Time Count.
• Coordinate meeting logistics, including set up, for all CoC and CES meetings.
• Provide trainings on 211OC and Public Resource Database as needed.
• Attend meetings and outreach events as assigned.
• Other duties as assigned.

Secondary Duties

• Provide support to other departments as needed, including statistical/data/reporting and general office.
• Work with appropriate vendors to respond to technological failures affecting Collaborative Engagement department.
• Other duties as assigned.

Physical Activity: In the course of performing this job, the incumbent typically spends time sitting, walking, standing, listening/speaking, writing and operating a personal computer. Will be required to drive an automobile or use public transportation to attend meetings within the community. He or she is expected to lift and carry office records and supplies up to 15 lbs on an occasional basis. Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

2-1-1 Orange County is an Equal Opportunity Employer.