

Job title	<i>Program Specialist</i>
Reports to	<i>Executive Director</i>
Schedule	<i>Full-time, Monday through Friday, 9:00 am to 5:00 pm</i>
Location	<i>310 South Main Street, Salt Lake City, Utah</i>
Closing Date	<i>Open until filled</i>
Compensation	<i>Salary commensurate with experience.</i>

Organizational Overview

Shelter the Homeless (STH) is a 501(c)(3) nonprofit organization that has three primary purposes: 1) to hold land and facilities for the benefit of individuals who are or may be experiencing homelessness; 2) to select and monitor service providers for such individuals; and 3) to foster accountability for public safety in relation to homeless services and for the safe integration of homeless service facilities into the neighborhoods in which they exist.

Job Purpose

The purpose of this position is to maintain service provider and supplier relationships for contractual matters, manage record keeping for all contract-related correspondence and documentation, provide contract-related issue support resolution, monitor contracts, extension or renewal, and monitor contractors' performance measures/metrics.

Duties and Responsibilities

- Maintain service provider/supplier relationships for contractual matters.
- Manage record keeping for all contract-related correspondence and documentation.
- Provide contract-related compliance issue support resolution, both internally and externally.
- Monitor contracts, extension or renewal, as appropriate.
- Collect, measure, and monitor contractors' performance measures/metrics to ensure the stipulations of the contract are being met.
- Tracking deliverables and monitor outcomes.
- Analyze budgets for each program.

- Communicate contract-related reporting information and data metrics to key stakeholders.
- Facilitate communication, aid organization, coordinate objectives and ensure that standards are met.

Qualifications

- Bachelor's degree preferred.
- Experience writing and formatting routine business correspondence, reports, documents, contracts, and manuals.
- Excellent written and interpersonal communication skills.
- Keen attention to detail and problem-solving skills.
- Strong organizational and planning skills.
- Friendly and comfortable interacting with internal and external stakeholders.
- Ability to establish and maintain effective working relationships with staff, board members, government officials, community groups, and other key stakeholders.
- A creative mind with an ability to suggest continuous improvements.
- Excellent time management skills and ability to multi-task and prioritize work with limited supervision.
- Strong organizational and project management skills with the ability to meet deadlines in a fast-paced environment and work well under pressure.
- Proficiency with Microsoft Office applications a plus.
- Proficiency in English language.
- Ability to exercise discretion and confidentiality.

Working Conditions and Physical Requirements

- Duties are generally performed in a typical office environment.
- Frequent travel to off-site facilities and meetings throughout Salt Lake County.
- Ability to sit or stand while maintaining alertness for several hours at a time.
- Ability to view data on a computer screen and/or paper for extended periods of time.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

How to Apply

Send cover letter, resume, references, and scheduling availability via email to info@homelesstutah.org. Resumes and applications will be accepted until the position is filled.