



Job title:	Community Engagement Coordinator
Reports to:	Executive Director
Schedule:	Part-time, Monday through Friday, Hours are flexible
Location:	Salt Lake City, Utah
Closing Date:	Open until filled
Compensation:	Hourly, commensurate with experience

Organizational Overview

Shelter the Homeless (STH) is a 501(c)(3) nonprofit organization that has three primary purposes:

- 1) Hold land and facilities for the benefit of individuals who are or may be experiencing homelessness.
- 2) Select and monitor service providers for such individuals.
- 3) Foster accountability for public safety in relation to homeless services and for the safe integration of homeless resource centers into the neighborhoods in which they exist.

Job Summary

The Community Engagement Coordinator will act as the community advocate for the assigned Homeless Resource Center (HRC). Frequent, successful contact and interaction with a variety of individuals and groups both inside and outside the HRC is critical to job and program success. Frequent contact with diverse individuals and groups for the purpose of information sharing, soliciting involvement, providing leadership, consensus-building and problem resolution, and general communication. This is a project funded position and will last as long as funding is available.

Duties & Responsibilities

The essential functions of the position include but are not limited to:

- Coordinate responses to issues relating to people experiencing homelessness in the neighborhoods around the new HRCs.
- Regularly attend Neighborhood Advisory Committee and Community Council meetings.
- Establish rapport and relationships with community surrounding the HRCs.



- Coordinate hazardous waste cleanup issues in the neighborhood around the HRCs.
- Work with key stakeholders, the community, city and regional governmental representatives to develop a coherent plan for responding to homelessness.
- Consult and cooperate with homeless service providers to facilitate the creation of innovative responses to homelessness.
- Maintain program records in accordance with applicable standards and regulations, grant requirements, etc.
- Make presentations to community/church groups, boards, commissions, and councils.
- Maintain a high level of ethical conduct regarding confidentiality, dual-relationships, and professional stature.
- Stay current on local and statewide resources available and relevant to responding to homelessness.
- Coordinate and work with local businesses and faith organizations to facilitate participation and respond to their immediate concerns regarding the impacts of homelessness.

Minimum Qualifications

- Bachelor's degree in social work, planning, public administration or related field preferred.
- Understanding of the causes and responses to homelessness.
- Knowledge of community-based behavioral health care and the coordinated entry system.
- Knowledge of group facilitation and approaches to stakeholder involvement.
- Possess good organizational and time-management skills, demonstrate good judgment, excellent problem-solving abilities and always maintain a professional demeanor.
- Excellent interpersonal and communication skills.
- Ability to multi-task and prioritize work with limited supervision.
- Friendly and comfortable interacting with internal and external stakeholders.
- Ability to establish and maintain effective working relationships with staff, board members, government officials, volunteers, neighbors, businesses, and other community stakeholders.
- A creative mind with an ability to suggest continuous improvements.
- Ability to work well under pressure.
- Proficiency in English language. Spanish a plus.
- Ability to exercise discretion and confidentiality.
- Demonstrated punctual, regular and reliable attendance is required.
- Must pass a criminal background check.



Working Conditions and Physical Requirements

- Duties are generally performed in a typical office environment. Approximately 10% to 20% of the time may be spent in the field coordinating with street outreach teams, stakeholders, and other interested parties.
- Mobility sufficient for attendance at meetings including occasional visits to nearby homeless encampments that may involve travel on unpaved surfaces and uneven terrain.
- Occasional stress related to meeting deadlines and responding to community concerns and issues.
- 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.

Ideal Candidate Profile

The ideal candidate will have the following knowledge, skills and abilities:

- Ability to work with stakeholders, the community, City and regional governmental representatives to develop a plan for responding to homelessness.
- Ability to consult and cooperate with service providers to facilitate the creation of innovative responses to homelessness.
- Experience maintaining program records in accordance with applicable standards and regulations.
- Ability to make presentations to community groups, businesses and councils.
- Ability to maintain a high level of ethical conduct regarding confidentiality, dual-relationships and professional stature.
- Current knowledge of local and statewide resources available and relevant to responding to homelessness in our region.
- Technical proficiency and respectful communications to all.

How to Apply

Submit a resume and cover letter by email to info@homelessutah.org. The cover letter must include specific information related to how you believe you meet the requirements of the Ideal Candidate Profile. Resumes and applications will be accepted until the position is filled.