



Nome Community Center, Inc.

PO Box 98
Nome, AK 99762

Phone: (907) 443-5259

Fax: (907) 443-2990

Website: nomecc.org

JOB DESCRIPTION: HOUSING RESOURCE COORDINATOR

DUTIES AND RESPONSIBILITIES:

The mission of Nome Community Center is to enhance the quality of life of the people of the Bering Strait Region through diverse programming serving elders, families, and youth.

The purpose of the Housing Resource Coordinator will be to lead new housing and homelessness initiatives and will be responsible for the overall leadership, management and planning for the duration of the three years of the funding cycle. The HRC will work closely with the NEST program, community partners and the city. This position will act as a liaison to breakdown silos and build effective networks to strengthen the community through sustainable programs designed to end homelessness in Nome.

The Housing Resource Coordinator will report to the Executive Director, and is responsible to:

- Organize and establish a housing coalition in Nome with stakeholders representing the homeless, formerly homeless, non-profit service providers, faith-based organizations, State, Local and Tribal Governments, Health Care providers, and housing providers
- Develop a network of community leaders, business owners, landlords and social organizations to identify solutions to homelessness
- Apply for the National Housing Trust Fund to build, purchase and/or renovate a building to be used for a Housing First project
- Research possible supportive and matching funding sources to expand supportive housing and homeless prevention projects
- Collect data to be used in grant applications and to measure outcomes for existing projects
- Meet deadlines for funding applications and reporting
- Coordinate with providers to connect them with homeless individuals needing services and resources for stabilization
- Explore programs designed to serve and house homeless youth, veterans and victims of domestic violence
- Other duties as assigned

Service to the people of the Bering Straits Region since 1910.

QUALIFICATIONS

- Bachelor's Degree preferred
- Experience of at least two years working with grants, housing or homelessness preferred
- Experience and proficiency with computer use
- Ability to work as part of a team
- Self-motivated with the ability to work independently
- Ability to work with community partners and advocate
- Ability to maintain confidentiality as it pertains to agency records
- Understanding of and ability to work in a cross-cultural environment

WORKERS COMPENSATION CODE: 8864

SALARY AND BENEFITS:

SALARY RANGE: \$ 25.00 - \$27.00

EXEMPT from the FSLA overtime requirement

HOURS: 40 hours per week

SUPERVISOR: Executive Director