



## **JOB OPENING**

### **DESCRIPTION:** Project Support Assistant

Coalition is seeking qualified applicants for a Project Support Assistant, who will assist the Homeless Management Information system (HMIS) Administrator and the Director of Community Coordination. This is a full time position with benefits, limited in duration to three years, dependent on grant funding.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with the Administrator with the HMIS database management
- Provide strong administrative support to the Director of Community Coordination
- Train new users on the Servicepoint database for HMIS
- Create specific reports in HMIS and manage the data quality process
- Provide phone support and problem solving for 100+ HMIS users
- Coordinate meetings or trainings including preparing any necessary materials
- Provide clerical support related to the Continuum of Care process and several grants committees
- Other duties and activities as assigned by Executive Director

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be a self-starter who is detail oriented, accurate and reliable. Must have the ability to handle multiple projects simultaneously. Must have good judgment, maintain confidentiality and be able to interact with a diverse group of people on a daily basis.

- BA/BS Degree in business, administration, or IT technology. Experience may be substituted for education.
- Three years experience in a similar role
- Excellent, computer, organizational and analytical skills
- Excellent oral and written communication skills
- Strong proficiency with Microsoft Word, Excel, PowerPoint, Access and Outlook
- Capable of mastering internet-based data collection systems. Familiarity with the Servicepoint HMIS database is a plus.
- Possess a valid driver's license and access to an insured personal vehicle

To apply, send a cover letter, resume and list of 3 professional references to:

Coalition for the Homeless, att: Roman Vodacek, 1115 South 4th Street, Louisville KY 40203. Or, submit the same documents by email, in MS Word format, to [rvodacek@louhomeless.org](mailto:rvodacek@louhomeless.org). Application deadline is August 7, 2009. No phone calls. Coalition is an EEO employer.