



Position Title: Equity and Training Coordinator

The Coalition on Homelessness and Housing in Ohio is seeking a full-time, self-motivated, experienced individual to assist in coordination of technical assistance & training activities. This position is full-time and will work under the direction of the Director of Training and Equitable Practice to implement the goals of this program.

Purpose: Assists in the development and implementation of COHHIO's housing and homelessness agenda by coordinating training and technical assistance that reduces and ends homelessness and moves us towards greater racial equity.

Minimum Qualifications:

- Demonstrates knowledge and proficiency in racial equity and anti-racism work.
- Must have skills to facilitate housing/homelessness/racial equity trainings/workshops.
- Must have experience in working with marginalized communities.
- Demonstrate excellent organizational skills.
- Ability to conceptualize, analyze and follow-through with multiple, competing priorities.
- Ability to work at a high level in a fast-moving environment.
- Ability to act as a supportive team member.
- Excellent verbal and written communication skills with ability to lead, facilitate and participate in collaborative partnerships.
- Excellent computer skills and familiarity with PowerPoint and/or other presentation software.

Primary Responsibilities -- this position will work with the director to accomplish the following list of responsibilities:

- Provide homeless and housing subject matter expertise:
 - Plans, organizes, develops, and presents technical assistance to homeless service providers, affordable housing organizations, community organizations, and others regarding various technical assistance and training such as:
 - Community planning and needs analysis
 - Housing 101 – including funding opportunities, evidenced based & emerging best practice housing programs, housing services, and lingo
 - Permanent Supportive Housing
 - Program implementation
 - Other topics as requested
 - Develop training curricula, toolkits, resources, and other capacity building materials
 - Provide funders, state departments, and other agencies/entities with support, information dissemination, technical assistance and referrals as warranted
 - To provide training in person and/or virtually
 - Assist with the development of COHHIO's Annual Conference
 - Attend national webinars, read national guidance and disseminate relevant information to Ohio's homeless and housing providers for identified best practices in the field
- Provide racially equitable subject matter expertise:
 - Provide Racial Equity Committee (REC) and Racial Equity Action Committee on Homelessness in Ohio. (R.E.A.C.H Ohio) support and leadership



- Participate in team strategy planning to advance racial equity internally and externally
- Developing and delivering technical assistance
- Provide in person and/or virtual trainings
- Develop training agendas, facilitator guides, and co-facilitate in-person and/or virtual trainings
- Assist with the development of racial equity and homelessness content, guidance, and tools
- Develop and Co-lead REC internal racial equity learning sessions
- Other duties as assigned

COHHIO is committed to cultivating and preserving a culture of equity and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring. COHHIO especially welcomes applications from individuals with lived experience related to our mission.

Salary ranges from \$35,000-\$50,000 based on experience. COHHIO also offers a generous benefits package.

Applying for this position

1. Sent via email to douglas.argue@cohhio.org
2. Subject line should read: Equity & Training Coordinator
3. Attach both resume and cover letter in PDF format
4. Applications received not following above instructions will not be considered

COHHIO will acknowledge receipt of your submission.

COHHIO posted this position March 10, 2021 and will accept applications until the position is filled.