

Position Title: Project Coordination Specialist (PS2?)

Reports To: Homeless Solutions for Boulder County Systems Manager

The Coordination Specialist will be responsible for improving core service functions through ongoing systems coordination, partnership management and case conferencing facilitation efforts. Contributing to continuous quality improvement across the organization's programs and ensuring systems coordination in partnership with service providers throughout the county. This position will be responsible for working collaboratively with Homeless Solutions for Boulder County to prepare, submit, and provide agendas, and will support decision making and recommendations. Must be detail oriented with strong interpersonal and communications skills.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Facilitate partner meetings and case conferencing.
- Support system coordination to decrease duplication of efforts throughout the county.
- Support Systems Manager with tools and information required to successfully lead systems efforts.
- Assist with the development of new ways to explore, report, and enhance systems coordination.
- Actively engaged in program monitoring to identify best performance and quality improvement practices.
- Revise and update processes and procedures needed to ensure most accurate programmatic process flows in relation to aspects of programs and services.

MINIMUM QUALIFICATIONS: • six years' experience working in data/grants management in nonprofit or government environment.

- Proficient in MS Office.
- Strong facilitation skills.
- Strong interpersonal communication skills.
- Ability to focus on tactical projects with strong strategic thinking and analytical skills.
- Able to work independently with strong time management and critical thinking skills.