

Job Announcement

HIS Program Support Specialist



Do you have a passion for homelessness and housing? Do you believe everyone deserves a place to call home? Northwest Housing Alternatives is in need of a Program Support Specialist for their Homeless Intervention Services team. This person will have exceptional skills in organizing, coordinating and supporting the program director and HIS' program operations. The ideal candidate will be flexible and able to manage multiple administrative projects, utilize advanced critical thinking skills while fostering a sense of integration for the team.

This is a non-exempt position that is 40 hours per week, Monday through Friday 8:30am to 5pm (plus an occasional weekend day). Pay is \$16- \$18 per hour dependent upon relevant experience.

NHA offers a great work environment and an opportunity to work with a group of committed and passionate employees just seven miles south of downtown Portland. NHA provides a full range of benefits, including but not limited to the following:

- Excellent health coverage through Kaiser Permanente, including multiple medical and dental plan options; NHA contributes 100% of the cost of coverage for the employee each year, plus an additional \$200/month if the employee adds dependents. Alternative care and vision included.
- 7% match after the first year of employment for our 403(b) plan with T. Rowe Price.
- Generous vacation and sick leave.
- 4 weeks of paid parental leave.

Basic qualifications:

This position works closely with the department director to reach departmental goals. Ability to prioritize and work on multiple tasks and meet deadlines. Strong written and verbal communication skills; fast learner. Proficient in all Microsoft applications.

Minimum AA degree in social work or human services; or education and equivalent additional administrative experience. Experience in non-profits preferred.

Skills and knowledge:

- Familiarity with the issues surrounding homelessness, poverty, and affordable housing
- Knowledge of Homeless Management Information System (HMIS)
- Adept in MS Office and knowledge of Salesforce or equivalent electronic case management software
- Detail oriented with excellent data entry skills
- Demonstrated ability to work in a team and work with minimal supervision
- Able to communicate effectively both orally and in writing

Northwest Housing Alternatives (NHA) is committed to supporting a diverse workforce and does not discriminate in employment based on race, color, gender, religion, national origin, age, disability, marital status, sexual preference or any other status protected by law.

Please email your cover letter and resume to info@nwhousing.org. The posting will remain open until August 15th.