



JOB ANNOUNCEMENT

Associate Program Manager (APM) Connecticut

The Organization

The Corporation for Supportive Housing (CSH) is a national, nonprofit organization that helps communities create permanent housing with services to prevent and end homelessness. CSH advances its mission by providing high-quality advice and development expertise, by making loans and grants to supportive housing sponsors, by strengthening the supportive housing industry, and by reforming public policy to make it easier to create and operate supportive housing. CSH delivers its core services primarily through staff stationed in 21 locations nationally. CSH also operates targeted initiatives and capacity building efforts in many other communities.

Job Description

The Associate Program Manager (APM) is the entry level program manager position at CSH. The APM will work closely with the Connecticut team and the Eastern Region to support program implementation related to all activities of the CT office. Additionally, the APM will work on knowledge gathering and dissemination on best practices, outcomes and impacts related to the implementation of supportive housing.

The APM may be asked to work on projects throughout the Eastern Region. The ideal candidate will be an entrepreneurial, strategic, pragmatic, collaborative, inspired, and creative individual, who is able to establish connections between policy and practice. CSH seeks a professional with strong skills in project management and the proven ability to work well independently and manage multiple projects and priorities within a multi-disciplinary team environment. Responsibilities include:

Developing and supporting internal programs and policy development capacity

- Coordinate communications tasks including web blog posting, updating web pages, press releases, newsletter updates, marketing materials, and other communications-related tasks.
- Support Director and Connecticut staff with working on proposals including coordinating materials, researching information, editing, and final assembly of materials and information.
- Support research and evaluation activities including gathering, synthesize and disseminate knowledge on the local, region and national supportive housing experience, impact and emerging evidence related to innovations in supportive housing to a variety of audiences; drafting case studies, conducting interviews and focus groups with stakeholder including tenants of supportive housing – as well as supporting staff engaged in such activities.
- Participate on and contribute to project teams as assigned. Tasks may include the coordination of and participation in technical assistance visits; drafting reports, PowerPoints, webinars, policy guidance, and other documents and resources; and training design, development and delivery – as well as supporting staff engaged in such activities.
- Assist the Director and team in planning and developing strategies for refining, targeting, or expanding supportive housing in Connecticut.

Program and Special Projects

- Support of the Social Innovation Fund implementation and evaluation in CT including:
 - Assisting with the production of reports, summaries, and various products to disseminate emerging evidence from the Social Innovation Fund.
 - Assisting with the training and support of supportive housing staff in documentation and program compliance.
 - Assist with administrative tasks as needed, including taking meeting minutes, drafting correspondence and communication with CSH partners
- Perform any other related duties or special projects locally or in collaboration with regional and national teams as assigned by the supervisor.

Qualifications

All CSH staff share a common competency framework. This guides our approach and in turn, helps us create value. Successful candidates will be adaptive, entrepreneurial problem solvers with a demonstrated commitment to social justice. CSH seeks candidates driven by strategic thinking, executed with creativity and flexibility with an ability to adapt approach, strategy, and tactics rapidly in response to changing information or program need. It is important to articulate and strategically pursue new visions and ideas for supportive housing, and the role it can play in solving complex problems. The successful candidate will be adaptable, entrepreneurial, creative, flexible, and a problem solver. S/he will have a sense of humor,

patience, and a commitment to treating others with respect.

Specific skills and experience include:

- Bachelor's degree required; Equivalent experience may substitute for education
- Familiarity with permanent qualitative or quantitative research methods, community development, supportive housing, affordable housing development, operations and/or service models for vulnerable populations including, but not limited to chronically homeless, veterans, reentry populations, transition age youth, child-welfare involved families, frequent users of public services, behavioral health, harm reduction, housing first preferred
- Ability to build collaborative relationships, work with colleagues and external audiences and partners in the areas of public policy, systems change, housing development/operations, and/or the delivery of supportive services
- Proven track record of dependability, focus and attention to detail and accuracy.
- Demonstrated ability to work independently with minimal supervision, prioritize work, problem solve and negotiate positive results, and ability to welcome change and respond quickly to changing priorities.
- Strong math, interpersonal, written, and verbal communications skills as well as proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), knowledge of Adobe Creative Suite or other design suite a plus.
- Proactive approach and the ability to support multiple projects and priorities at one time.
- Ability to communicate clearly and simply, coupled with a strong ability to be a creative and strategic thinker.
- Passion for the CSH mission and possess the leadership and management skills necessary to advance and realize CSH's vision and further enhance the organization's reputation in communities that it serves.
- Valid driver's license and reliable transportation required

To Apply

Candidates should apply by clicking on the link below. Please be sure to include your resume, cover letter, and salary expectations as either an attachment or in the resume text box:

<https://home2.eease.adp.com/recruit/?id=10311602>

Corporation for Supportive Housing is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.