

NH Coalition to End Homelessness

Job Title: Program Coordinator

Reports to: Executive Director

Status: Non-Exempt

Supervisory Responsibility: No

THE MISSION OF NH COALITION TO END HOMELESSNESS IS TO ELIMINATE THE CAUSES OF HOMELESSNESS THROUGH RESEARCH, EDUCATION, AND ADVOCACY. OUR WORK RAISES THE STAGE ON WHICH HOMELESSNESS IS DISCUSSED AND UNDERSTOOD IN NEW HAMPSHIRE.

Job Summary: NHCEH seeks a skilled Program Coordinator to assist with program planning, marketing, outreach & communication, database management, and reporting across the Coalition's broad spectrum of initiatives to help prevent and eliminate homelessness in New Hampshire. The Program Coordinator will support the Executive Director in activities related to project coordination, communications, and administrative tasks of program activities of the New Hampshire Coalition to End Homelessness (NHCEH) through partnering with internal and external stakeholders. This position includes a hybrid of remote and in-person activities.

PRIMARY RESPONSIBILITIES:

- **Project Support**
 - Provide support for the production of NHCEH's State of Homelessness Annual report
 - Coordinate 'Hope Starts Here' scholarship application processing and distribution of materials to award committee
 - Aid in program implementation and participant recruitment efforts for NHCEH programs such as Granite Leaders and the associated mentoring program
 - Assist in the coordination of community organizing work including taskforce or workgroups developed to address NHCEH initiatives
 - Assist with planning and logistics, including post-event evaluation, for summits, trainings, and other NHCEH events

- **Communications**
 - Draft and refine mission-driven content for print and digital platforms, including newsletters, social media, emails, donor/stakeholder communications, and the NHCEH website, to enhance engagement with NHCEH stakeholders
 - Prepare materials for NHCEH sponsored events
 - Create engaging visuals for use in digital and print communications
 - Organize distribution of NHCEH communications to appropriate stakeholders
 - Support Executive Director with fundraising initiatives to drive support and awareness of the program
 - Represent the agency as needed at events and in the community to drive awareness and support of NHCEH programs
 - Serve as liaison with speakers and attendees of NHCEH events

- **Administrative**
 - Maintain organizational databases, including communications and development
 - Manage gift processing and donor acknowledgement process
 - Handle organizational operations including invoicing, scheduling, ordering supplies, interfacing with vendors, and related tasks
 - Assist with communication to the NHCEH Board of Directors
 - Support coordination of Board of Director and Committee meetings, including organizing and providing materials and documentation for Board members
 - Provide administrative support to the Executive Director

- **Professional Development and Professionalism**
 - Participate in trainings to advance professional growth
 - Maintain and promote professionalism, in accordance with the NHCEH Employee Handbook
 - Uphold and promote NHCEH’s mission
 - Perform other duties as assigned

Qualifications:

- Strong organizational skills, attention to detail, and follow-through while supporting multiple projects
- Exceptional communications skills: written, oral, interpersonal
- Tech-savvy: working knowledge of Microsoft Office suite, WordPress, email marketing CRM, social media platforms
- Prior relevant experience in marketing, development, communications, administrative; operations, and/or project support roles
- Effective boundary management
- Commitment to NHCEH mission
- Experience working with vulnerable populations

Minimum Requirements (Education/Experience/Certificates/Licenses):

- Associates Degree; Bachelor’s degree preferred – preferably in social services or marketing/communications
- 1-year experience in marketing, development, communications and/or administrative operations preferred
- Experience with Mail Chimp and Little Green Light desirable
- Experience with Wordpress and web publishing desirable
- Experience with Adobe InDesign, Photoshop, and/or Adobe Creative Suite products desirable
- Experience with Canva, Piktochart, Tableau, and/or other digital visual communications tools desirable

The Program Coordinator position is a part-time remote hybrid position (20 hours per week) based in Manchester, NH. The schedule is flexible – to be coordinated with the Executive Director. Occasional travel required. The pay range is \$20.00 to \$24.00 per hour, commensurate with experience. Position includes 2 weeks of PTO.

NHCEH is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, disability, sexual orientation, gender identity, religion, national origin, marital status or any other basis. NHCEH is fully committed to cultural diversity and encourages candidates with diverse backgrounds and experiences to apply.

APPLICATION SUBMISSION INFORMATION:

- Applicants should submit a resume, cover letter (including a description of applicant’s interest in this position with NHCEH), and three professional references to info@nhceh.org with the subject line “Program Coordinator Application.” No phone calls please.
- Applications will be reviewed as they are received, and the position will remain open until filled. Candidates are strongly encouraged to apply by Friday, March 15th for full consideration.