



JOB DESCRIPTION

EFFECTIVE DATE :01/01/2018

**Supportive Housing Providers Association  
(SHPA)**

**Position Title:** Illinois Coordinator – Northern Region

**Reports to:** Executive Director

**Position Summary:**

The Northern Illinois Coordinator of the Supportive Housing Providers Association (SHPA) is the SHPA representative for Northern region of Illinois area networks, planning bodies and collaborations. SHPA plays a significant role in the planning, development, and operations of supportive housing throughout the state of Illinois. SHPA is recognized as the voice of advocacy for supportive housing service funding in the state of Illinois. The Northern Illinois Coordinator assists in rallying SHPA members and supportive housing residents to advocate with their legislators to achieve increases in service funding for existing and new projects every year. The Illinois Coordinator, Northern Region is responsible for technical assistance, member training and support and resident activity and training. This position will also work to preserve and increase supportive housing across Illinois.

**Program Duties & Responsibilities:**

- Research policy issues pertaining to creating supportive housing for homeless individuals and families including all sub-populations.
- Represent the Supportive Housing Providers Association (SHPA) at meetings, committees and task forces, including participating in Continua of Care throughout the Northern Illinois geographic area related and relevant to supportive housing.
- Represents SHPA at Legislative meetings and hearings, including offering testimony when necessary.
- Works collaboratively with the Executive Director, SHPA staff, Lobbying consultants, and others to create Supportive Housing FACT sheets and other advocacy and marketing materials.
- Help staff Association Committees and provide administrative supports to the committee chairs such as, draft agendas, taking minutes (if necessary), distribute meeting materials, meeting reminders., etc.,
- Works collaboratively with Central & Southern Illinois Coordinator in the planning and implementation for the Residents' Leadership Program, execution of the Resident Activities Plan including Resident sessions at regional workshops, Spring meeting and Advocacy Days, Annual Association Conference, and Resident Leadership Conference.
- Assist Association members and supportive housing residents to cultivate relationships with elected officials and educate them about supportive housing.
- Work in collaboration with Executive Director, staff, administrative management firm, and event committee to help organize, plan and execute the Association Conference such as Spring Conference & Advocacy Day, Resident Conference and Fall Conference & Annual Meeting. Regional Workshops including location, venue arrangements (facility &

equipment), event set-up, refreshments, attendance registration, breakout sessions, and transportation and lodging for supportive housing resident attendees.

- Performs ongoing outreach and technical assistance to IDHS Bureau of Homeless Services funded Supportive Housing providers in your geographic region of responsibility, including arranging for consultant's involvement as needed.
- Works in coordination with the Executive Director & SHPA staff to develop and implement SOAR initiative in Illinois including, data collection and analysis, outreach and on-going training & technical assistance.
- Works collaboratively with staff to design, arrange and implement regional workshops for supportive housing providers 2x per year, on topics including but not limited to best practices of supportive housing operations, DHS service delivery and reporting, landlord recruitment, advocacy, reasonable accommodations, HEARTH Act requirements, etc.,
- Facilitates and completes DHS and other funder reports as directed by funder requirements as needed.
- Work with community partners to organize and conduct local advocacy, including in district meetings and program visits with legislatures and local elected officials.
- Develop relationships with key community partners and organizations such as the local Continuum of Care, Housing Authorities, 708 Boards, and other municipal agencies, state and national partners.
- Recruit and retain new members to the association.
- Attend conferences such as the National Alliance to End Homelessness Conference Housing Action Illinois, Affordable Housing Summit as requested and as budget allows.
- Develop a work plan and schedule of activities to complete these duties and performance goals to further the Association goals.
- Provide program and activity reports to Executive Director in a timely manner as scheduled and requested.

**Additional Duties & Responsibilities:**

- Manages the planning and implementation of the SHPA Training & Education Center and create the annual training schedule in coordination with the Standards & Best Practices Committee.
- Support and participate on the Standards & Best Practices Committee in identifying innovation and emerging best practices, methods of introduction of these practices to the membership and broader supportive housing community.
- Performs other duties as assigned and/or outlined in annual performance goals.

**Administrative Duties & Responsibilities:**

- Provides reports, such as timesheets and monthly accounting reports including necessary supporting documentation to Executive Director and Management Firm as scheduled or requested for timely processing.
- Work collaboratively with and respond in a timely manner to administrative management agency in all areas of administration such as, accounting, membership management, website & social media updates, association newsletter, etc.,
- Works collaboratively with Executive Director, Board of Directors, SHPA staff, administrative management firm, auditors, and consultants as needed & requested to complete tasks such as but limited to annual audit, budgeting and strategic planning.
- Participates in quarterly planning sessions and weekly team meetings.
- Participates in Board meetings as scheduled.

- Track activities and submit written reports timely and in the appropriate format as requested
- Expected to respond to all communications in a timely manner and no later than 24-36 hours unless otherwise scheduled for time-off.
- Adheres to all Association Policies and Procedures
- Perform other duties as assigned and/or outlined in performance goals.

**Qualifications**

- Good relationship builder; able to relate well with a wide variety of individuals.
- Articulate—both verbally and in writing.
- Two or more years of experience in organizing, advocacy, and/or policy work with supervisory experience.
- Experience in the fields of supportive housing, homelessness, housing property development, mental health, and/or service delivery desirable.
- Experience with SOAR
- Public speaking & training skills
- Self-directed, self-starter.
- Ability to learn quickly and possessing good judgment.
- Ability to think strategically.
- Well-organized.
- Job requires statewide travel and access to a car.

**Other Requirements:**

- Driver's license and reliable transportation.
- Agency-specified automobile insurance.
- Program-specific background check.
- Excellent writing skills
- Excellent computer skills.
- Lift and carry up to 15 pounds.

**Education:**

Preferred:  
Masters Degree.

Minimum:  
Bachelors Degree.

**Salary and Benefits:**

- Salary range is \$40,000 to \$50,000 per year. (Includes medical benefit stipend)
- Generous vacation policy.

**Further Information:** This position will be home based and requires travel.

**Classification:** Full-time exempt.

Staff Name (print): \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name (print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_