



Housing Resource Coordinator

MISSION

To help youth overcome the challenges of growing up in the foster care system by providing guidance, support, and advocacy in order to prepare them for life after foster care.

SUMMARY OF POSITION

The Housing Resource Coordinator (HRC) works in conjunction with members of the program team to maintain and grow the organization's housing programs. The position works closely with THRU Project clients, ages 18-26, providing case management and support to help them become self-sufficient and obtain livable wages. This role is expected to demonstrate initiative and help strengthen our programs to enhance the mission and help youth and young adults bridge the gap from foster care to adulthood. The HRC reports to the Director of Programs and CEO.

RESPONSIBILITIES

- Provide case management and community coordination of services related to housing, education, finances, mental health and well-being for current and former foster care youth who are experiencing, or at-risk for, homelessness.
- Provide landlord navigation for program participants to identify safe, affordable, and permanent housing. Stay up to date on affordable housing resources in the community.
- Interview and approve new youth to be housed in one of THRU Project's three housing programs.
- Assist with moving all participants into their new apartments.
- Carefully supervise housing participants to ensure they follow all program requirements.
- Mandatory 72-hour documentation.
- Maintain accurate records for housing youth and submit them as needed/required to Director of Programs, CEO, The Department of Family and Protective Services, SJRC Belong, or any other community partner THRU Project works with.
- Work closely with community organizations and maintain excellent working relationships.
- Maintain confidentiality of youth and volunteers.

- Assist THRU Project employees and other departments as needed.
- Participate in THRU Project fundraising activities.
- Attend continuing education courses throughout the year.
- Must be able to work after normal business hours when needed.

REQUIREMENTS

- Demonstrate passion for our mission and an eagerness to lead the organization into a new era of growth
- Embrace the diversity and inclusion of all individuals regardless of culture, ethnicity, sexual orientation, gender identity, or religion
- Ability to show compassion and the understanding of trauma when it comes to working with the population we serve
- Ability to thrive as part of a collaborative team
- Strategic and creative thinker who is willing to identify areas in which programs can be enhanced
- Excellent attention to detail and strong organizational skills
- Exceptional written and verbal communication skills
- Ability to plan events for clients
- Willingness to assist with fundraising events and outreach activities
- Must enjoy meeting new people and cultivating relationships in-person, on the phone and through telecommunication platforms
- Knowledge of basic computer skills (Word, Excel, etc.) and social media

EDUCATION & EXPERIENCE

- A minimum of 1 year experience working within the nonprofit sector preferred
- Bachelor's Degree

COMPENSATION & BENEFITS

- This is a salaried position for 40 hours per week. The base salary of \$45,000 will increase after one year of demonstrated success.
- A flexible, remote work option is available.
- Benefits include health insurance, three weeks of Paid Time Off, 16 paid holidays and a 401(k) option.

TO APPLY:

The initial application deadline for this position is Friday, December 30, 2022.

Please email a cover letter and resume to chris@thruproject.org.

THRU Project is an Equal Opportunity Employer.