COMPANY NAME: Pima County One-Stop

JOB TITLE: 1845- Program Coordinator (Homeless Services)

JOB DESCRIPTION:
Plans, coordinates, monitors and participates in administrative and operational activities associated with a specialized program within Pima County.
Supervises staff and performs program-related community relations activities.
A "Program" is a single, specific purpose/activity and is ancillary to the main function of the organization. Typically the longevity and funding of a "program" are subject to internal and external factors.

SALARY: $50,897.60 Annually

APPLICATION QUALIFICATIONS:
Minimum Qualifications:
(1) A Bachelor's degree from an accredited college or university and three years of experience coordinating, monitoring, and/or administering program activities or providing professional level administrative support for a program or specialized work unit (See Special Notice section for additional requirements). (Relevant professional level experience and/or education from an accredited college or university may be substituted.) OR
(2) Four years of experience with Pima County in a professional administrative classification.

Preferred Qualifications:
1. Knowledge of U.S. Housing and Urban Development (HUD) Continuum of Care (CoC), Emergency Solutions Grants (ESG), Housing Opportunities for People with AIDS (HOPWA), Arizona Department of Housing (ADOH), Arizona Department of Economic Securities (AZDES) programs and regulations.
2. Knowledge/experience monitoring state and federal grant-funded contract spending and program performance.
3. Experience with the specialized Homeless Management Information System (HMIS) and/or other health and human services databases.
4. Experience in preparing, reviewing, and submitting HUD CoC and ESG program specific data reports.
5. Experience supervising and coordinating program activities.
6. Proven experience maintaining strong professional community relationships with federal, state, and local funders, agencies, and partners.
7. Bilingual English/Spanish.
8. Ability to obtain Level I fingerprint clearance card.

HOW TO APPLY: Send updated resume to Dominica.Dominguez@pima.gov

DATE: 4/28/2022

2797 E Ajo Way, Tucson, AZ 85713
BusinessServices@pima.gov

Equal Opportunity Employment/Program:
Auxiliary aids and services are available upon request to individuals with disabilities