



### **Disaster Housing Project – Program Coordinator**

Home & Heart is a home sharing organization whose mission is to assist older adults to age in place, decrease isolation and expand the stock of affordable housing in Butte County. Home & Heart is seeking a Program Coordinator for a pilot program to do post-disaster home sharing. This Program Coordinator will work with the Executive Director and other stakeholders to research, develop and outreach for the program. This position is a temporary contract position for 20 hours/week for 10 months with the potential to become a full-time permanent position and pays \$25/hour.

#### **Principle Duties and Responsibilities**

##### Research:

Attend Home & Heart staff meetings as appropriate.

Research and collect data needed to develop and implement the program.

##### Outreach:

Create relationships with community partners and stakeholders.

Establish and maintain contacts with community partners.

Develop outreach materials such as brochures, forms, etc.

Communicate with the media about the program.

Educate Butte County residents about the program.

Develop and implement a social media campaign to recruit home providers.

Speak about the program at outreach events.

Table at community events.

##### Program Development:

Develop a blueprint and step-by-step processes for the program.

Develop program description, mission statement, goals and objectives.

Develop program policies and procedures.

Work with web developer to inform programmatic databases.

Begin to enroll home providers into the program and maintain data base.

Work with the Executive Director to support fundraising events and efforts.

Other duties as assigned

#### **Requirements for the Position**

##### The Candidate Must:

Be self-motivated and able to work well on their own.

Have reliable transportation.  
Have undergraduate degree or 3 years work experience in social services, housing, program development or outreach, or in a combination of these areas.  
Have good social skills and the ability to build strong community connections.  
Have good public speaking skills.  
Be able to persuasively communicate about the program to stakeholders, individuals and community groups.  
Have strong writing skills.  
Be able to adapt to a changing situation and work environment.  
Have an open mind and good listening skills to learn from community partners about community needs.  
Be able to work with diverse populations throughout our region.

#### Desired Qualifications

Ability to effectively create and implement a social media campaign.  
Program development experience.  
Familiarity with disaster case management.  
Bilingual in Spanish and/or Hmong.  
Familiarity with housing issues.

*Home & Heart is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

#### **To Apply**

Interested Applicants should send a cover letter and resume to [cathryn@buttecountyhomeshare.com](mailto:cathryn@buttecountyhomeshare.com) by October 6<sup>th</sup> 5:00pm.