



## Job Posting

**Position:** Full-time Coordinated Entry System Coordinator  
**Location:** St. Augusta, MN  
**Exempt Status:** Salaried position  
**Salary Range:** \$46,300 - \$56,000

### Organization Background:

Central Minnesota Housing Partnership (CMHP) is a leading regional non-profit affordable housing organization committed to preserving, improving, and increasing the affordable housing stock in Central Minnesota. We serve a 16-county service area and are active in multi-family development/ownership, property management, rental and owner-occupied rehabilitation programs, and the Central MN Continuum of Care (CoC) and Coordinated Entry System (CES). We offer a competitive salary, excellent benefits package and a fun, creative work environment.

### Major Areas of Responsibility

- Overall management of the Central MN CoC CES
- Development, monitoring, updating and following CES Policies and Procedures
- Manage and maintain Priority List and provide referrals to housing providers
- Assure compliance with all applicable State and Federal requirements of CES
- Create training content, conduct trainings, and facilitate meetings
- Collaborate with Central MN CoC Coordinator on all aspects of CES
- Other duties as assigned

### Job Requirements

- General knowledge of Microsoft Office 365 (focus on Excel spreadsheets) and Adobe
- Excellent ability to multitask and quickly change tasks as needed
- Excellent oral and written communication skills
- Comfort with public speaking
- Excellent organizational skills and attention to detail
- Must be able to work a full-time, flexible schedule
- Must be able to sit for extended periods, some bending, reaching & lifting to 30 lbs.
- Access to reliable transportation with ability to travel within a 4-hour radius of St. Cloud
- Valid driver's license
- Must be able to work onsite (not a remote position)

**Preferred Experience**

- Experience with the Homeless Management Information System (HMIS) program
- Experience or knowledge of homelessness response system
- Experience with grant management or administration

**Application Instructions**

A cover letter and resume may be submitted until June 7<sup>th</sup>, 2022 at 4:30 pm. Please address cover letter and resume to Jason Krebsbach and submit in one of the following ways:

- Email to [jason@cmhp.net](mailto:jason@cmhp.net): please reference job title in the subject line
- US Mail to: Central MN Housing Partnership, Inc.  
Attn: Jason Krebsbach  
24707 County Road 75  
St. Augusta, MN 56301
- No phone calls please