



## Position Posting

**Position:** Continuum of Care (CoC) Compliance Coordinator  
**Location:** St. Augusta, MN  
**Exempt Status:** Part-time hourly position – 25-30 hrs./week  
**Pay Range:** \$19-\$22/hour

**Position Description:** Work with the Central Continuum of Care Coordinator and coordinate compliance, training, and collaboration in the Central Continuum of Care.

### 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 competitive pay, a teamwork atmosphere and a fun, creative work environment.

### Major Areas of Responsibility

- Data analysis and reporting
- Compliance and performance monitoring
- Development and implementation of CoC trainings
- Assisting with grant writing for CoC related activities
- Perform other duties as assigned

### Job Requirements

- Must have strong verbal and written communication skills for effective interaction with colleagues and community partners
- Must be sensitive to diverse cultural backgrounds, including knowledge of the specific needs of different populations
- Excellent organizational skills and attention to detail
- Excellent ability to multitask and quickly change tasks as needed
- General knowledge of Microsoft Office 365
- 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.
- Must have valid driver's license and access to reliable transportation
- Position will require occasional travel within a 3-hour radius of St. Cloud

- Must be able to work onsite (not a remote position)

### **Preferred Experience**

- Understanding of local and Federal housing policies, regulations, homeless definitions, and programs
- Understanding of the Central MN Continuum of Care's region, including, but not limited to housing options, gaps in services and available resources
- Understanding of the Central MN Continuum of Care and the Coordinated Entry System
- Experience with the Homeless Management Information System (HMIS) program
- Experience or knowledge of homelessness response system
- Experience with grant writing, management, and administration
- Substantial experience with Excel spreadsheets, including pivot tables, macros, and formulas
- Ability to take large amounts of data, analyze outcomes and create data visualizations and reports

### **Application Instructions**

We will accept cover letters and resumes until the position is filled:

- Email to [jason@cmhp.net](mailto:jason@cmhp.net) (please reference position 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

*CMHP is an Equal Opportunity Employer and does not discriminate against candidates and employees because of the disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.*

*People from marginalized or underrepresented groups and those with lived experience of housing instability or homelessness are encouraged to apply.*