

**DEVELOPMENT SERVICES AGENCY
EMPLOYMENT OPPORTUNITY**

Job Title: Special Projects Coordinator

Starting Salary: \$65,000 yr.

Position Number: 20078030

Job Classification: Administrative Staff

Job Status: Unclassified Exempt

Division/Office: Community Services/Community Development

Location: 77 South High Street, 25th Floor

Work Hours: 8:00 am to 5:00 pm, M-F

POSTING DATE: JUNE 10, 2021

DEADLINE FOR APPLYING: JULY 6, 2021

Job Duties:

Acts as primary staff liaison for statewide agency collaboration on Homelessness & Affordable Housing issues; serves as staff liaison to stakeholder workgroups; act as primary staff to coordinate all aspects of Office of Community Development (i.e., OCD) partnership with participating organizations to study & work to address homelessness; coordinates the development & implementation of a competitive request for proposal (i.e., RFP) to complete all required data collection & reporting; manages entire RFP process.

Assists OCD with special project/program implementation including program design, application review, monitoring, & program evaluation; maintains current knowledge of policies & initiatives of housing/ homelessness offices in other statewide & federal agencies; reviews federal regulations that impact Supportive Housing programs & processes; advises supervisor of regulations' impact on Office of Community Development (i.e., OCD) programs; makes policy recommendations to supervisor.

Attends staff meetings, training sessions & conferences; performs other related duties as assigned.

Qualifications: (A test may be given to determine qualifications)

1. Bachelor's degree in social science, public administration or related area.
2. Extensive experience in working with housing & homeless programs required.
3. Experience with program management, group facilitation & public policy research & development.
4. Excellent oral, written & interpersonal skills with experience dealing with many types of people at various levels.
5. Must possess valid driver's license & be able to travel to various sites around Ohio.

The final candidate selected for this position will be required to undergo a criminal background check & drug screen. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

**TO APPLY, VISIT THE STATE OF OHIO WEBSITE AT: <http://careers.ohio.gov> or
<http://ohiomeansjobs.com>**

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