



JOINT OFFICE OF HOMELESS

SEASONAL TEMPORARY POSITION: June through September

SALARY: \$18.00/hour (40 hours per week, Monday-Friday)

LOCATION: Lincoln Building (421 SW Oak St., Portland, OR 97204)

Joint Office of Homeless Services:

The Joint Office of Homeless Services (JOHS) works on behalf of Multnomah County and the City of Portland to develop and implement policy and programming to prevent and end homelessness. The JOHS, among other things, administers contracts for services, conducts homeless street counts and one-night shelter counts, manages systems of care, oversees system reporting and evaluation, and writes proposals to and monitors funds issued by the U.S. Department of Housing and Urban Development (HUD) Continuum of Care program. The office also supports A Home for Everyone (AHFE), our community-wide initiative to end homelessness. You can learn more about this initiative at ahomeforeveryone.net.

Position description:

This College to County Mentorship Program participant will support projects across the Joint Office with a focus on research, data collection and analysis, and synthesizing and presenting information for multiple audiences. Projects may include identifying and recording eligibility and documentation requirements for housing projects serving survivors of domestic violence; researching local, state and federal funding requirements to support program monitoring and compliance; supporting data management and evaluation projects for the adult and family systems of care; assisting with the writing and review of a large federal grant application; and providing general support to A Home for Everyone workgroups.

Knowledge/Skills/Abilities Required:

- Ability to communicate clearly and concisely, both orally and in writing, in a range of contexts
- Ability to manage multiple projects and timelines
- Ability to synthesize and organize complex information
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to effectively establish and maintain cooperative working relationships with a variety of people
- Ability to use Microsoft Office Suite products including Word, Excel and PowerPoint
- Knowledge of the challenges associated with experiencing homelessness

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form also located at this website: <https://multco.us/diversity-equity/college-county-mentorship-program>. The deadline for submitting online application is March 20, 2015.