

Northern California Conference  
**Job Description**

<b>DATE:</b>	January 2023	<b>Title:</b>	Ending Homelessness Initiative (EHI) Coordinator
<b>LOCATION:</b>	NCC Field	<b>Wage/Salary:</b>	\$5,627 - \$6,597
<b>STATUS:</b>	Full-time/Regular/Exempt	<b>ERI Category:</b>	26
<b>REPORTS TO:</b>	NCC President	<b>Percent:</b>	

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**SUMMARY:** Coordinates and manages the ending homelessness initiative for the Northern California Conference.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Oversees the initiative to end homelessness in the conference territory where entities are present.
2. Studies issues regarding homelessness in Northern California.
3. Serves as an ex-officio member of the conference's Council on Homelessness (COH).
4. Works as a liaison between conference entities (i.e. local churches, schools, and ministries) and civic and non-profit organizations in the region.
5. Facilitates training and volunteer development for homelessness mitigation.
6. Helps to shape and implement the initiative's strategy with special focus on the *Built for Zero* model.
7. Serves as an advocate for ending homelessness by helping to educate the conference membership on homeless issues and ways to get involved with the initiative.
8. Participates in various speaking appointments such as church services, camp meetings, seminars, and training events.
9. Plans and conducts weekend seminars in churches in areas of expertise.
10. Serves as a member of the conference's Evangelism Committee.
11. Evaluates and continually assesses the effectiveness of the initiative and its strategy.
12. Miscellaneous duties as assigned by the supervisor.

**JOB REQUIREMENT:**

This position requires strict confidentiality. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information. This includes refraining from accessing confidential information or discussing sensitive information with coworkers, friends, families, or other associates without a legitimate "need to know" and/or proper authorization. Follow documented protocols in transmitting confidential information.

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

**Education and/or Experience**

Master's degree (M.A., M.Div., M.S.W., M.Ph.) or its equivalent and five years' experience is desired. An equivalent combination of education and experience may be considered.

**Language Skills**

Must possess the ability to read, analyze, and interpret documents. Ability to respond effectively to the most sensitive inquiries or complaints. Must possess the ability to read and write functional English.

**Mathematical Skills**

Must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Must possess the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables.

**Certificates, Licenses, Registrations**

Certification in community development or non-profit leadership is advantageous.

**Other Skills and Abilities**

Must have the ability to relate to diverse groups of people (cultural, gender; age, etc.) and be confidential. Must possess the ability to be a team player and work in a teamwork environment. Must possess good written and verbal communication skills and the ability to listen. Must possess adaptability and creative responses to setbacks and obstacles. Must have personal management skills and the motivation to work toward goals. Must possess organizational skills. Must have the ability to interact with non-Adventist community and civic leaders. Must have the ability to bring people together for a common cause.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment is primarily field-based and involves many miles of driving.

**\*\*\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**