

NATIONAL HEALTH CARE  
FOR THE HOMELESS COUNCIL  
JOB DESCRIPTION

**Job Title:** Community Engagement Coordinator

**FLSA Status:** Non-Exempt

**Reports To:** Director of Community Engagement

**Organizational Description:**

The National Health Care for the Homeless Council is the premier national organization working at the nexus of homelessness and health care. Since 1986, the Council has brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. The Council's 300+ Organizational Members include Health Care for the Homeless health centers, medical respite programs, housing, and social service organizations across the country.

Grounded in human rights and social justice, the National Health Care for the Homeless Council mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness.

**Job Summary:**

The Community Engagement Coordinator is part of a team responsible for building bridges and strategic partnerships to expand the Council's network of partners. The successful candidate must be detail oriented, an effective communicator with a relationship-building mindset and possess the ability to connect individuals and organizations to all aspects of the Council's work.

**Job Responsibilities: (95%)**

- With the guidance of the Director and in concert with other Council staff, coordinate and track all TA inquiries, responses, and activities from HCH health centers, PCAs, HCCNs, and other entities. Whenever possible, facilitate a one-to-many response style that engages as many community members as possible. This may include facilitating a TA blog, webinars, fact sheets, etc.
- Coordinate with the Advancement Team to maintain a database of SMEs, members, and community partners involved in the Council's work. This includes assisting in the creation and maintenance of a well-organized contact management system.
- Measure, evaluate, track and analyze the effectiveness and reach of the Council's activities, privately funded trainings, and TA responses.
- Evaluate and monitor the number of individuals with diverse backgrounds engaged in the Council's activities, including webinars, conference workshops, and SMEs to promote racial equity and inclusion. Evaluate the types of partnerships the Council has established, and report to Council staff on the progress of these efforts.

- Collaborate with the Director of Community Engagement to connect new organizational members with Council resources and opportunities for involvement.
- In cooperation with the Director of Community Engagement and the Administration Team, organize and facilitate, when needed, privately funded trainings requested by Continuums of Care, Health Departments, Primary Care Associations, and other entities seeking educational opportunities.
- Contribute to HRSA funded activities such as publications, webinars, fact sheets, etc. as needed.

**General Agency Duties:** (5%)

- Participate in agency functional teams and ad-hoc committees.
- Attend all staff meetings, the Council National Conference, Governing Membership Meeting, and other required Council meetings.

**Education and Experience:**

1. An advanced degree in a relevant field and minimum of three years of experience in program management.
2. Experience and knowledge of underserved or marginalized populations, including people experiencing homelessness served by health centers.

**Skills:**

1. Familiar with developing and maintaining databases, tracking outcomes, interpreting findings, producing meaningful reports to reflect findings. Possess strong analytical skills and the ability to translate metrics, research, and trends into strategy.
2. Possess strong written and verbal communications skills.
3. Possess excellent task-management and organizational skills.
4. Proficiency with MS Office.

**Personal Characteristics:**

Be personally supportive of the stated mission and values of the organization

Commitment to progressive resolution of social issues.

Comfort and ability to network and encourage new partnerships among community members

Self motivated and able to work with minimal supervision

Enthusiasm for community engagement

Ability to engage easily with individuals from all levels of health center community – from patients to board members

**How to Apply:**

Please submit a resume and cover letter to Cindy Manginelli, Director of Community Engagement, at [cmanginelli@nhchc.org](mailto:cmanginelli@nhchc.org).

**Equal Opportunity Employer:**

The National Health Care for the Homeless Council is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, religion. Individuals who have experienced homelessness are encouraged to apply.