



POSITION: Mobile App Coordinator
REPORTS TO: Sr. Events Manager
FTE: 20 Hours Per Week
FLSA STATUS: Non-Exempt/ Temporary
SALARY: \$25 per hour
START/END DATE: February 2024 – May 2024
LOCATION: National Scope: Remote or Hybrid (Nashville, TN)

ORGANIZATIONAL DESCRIPTION

The National Health Care for the Homeless Council (the Council) is the premier national organization working at the nexus of homelessness and health care. Since 1986, we have brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. Our Organizational Members include Health Care for the Homeless health centers, respite programs, and housing and social service organizations across the country. Additional information is available at www.nhchc.org.

Grounded in human rights and social justice, the Council’s mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. The Council is guided by the principles of Justice, Equity, Diversity, and Inclusion (JEDI) in its internal and external work of dismantling racism and identity-based oppression as part of meaningful efforts to end homelessness and become a trauma-informed, anti-racist agency.

JOB SUMMARY

The Council seeks a highly motivated and tech-savvy person to join our team as a Conference App Coordinator. Coordinator will be responsible for assisting in the development, maintenance, and management of the Council’s annual conference mobile app. This app plays a crucial role in enhancing the overall event experience for attendees, speakers, and exhibitors.

Job Responsibilities:

- Collaborate with the event management team to understand the specific requirements and goals of the conference.
- Assist in the development and customization of the conference app, ensuring it meets the unique needs of the event.
- Coordinate with external app developers and vendors as necessary.
- Test and troubleshoot the app to ensure it functions flawlessly before and during the conference.
- Manage app content updates, including schedules, speaker information, and interactive features.

- Provide technical support to attendees and resolve any app-related issues during the conference.
- Analyze app usage data to identify areas for improvement and implement enhancements.
- Stay up to date with the latest trends and technologies in event app management.
- Performs other duties as required.

Education, Experience, Skills:

- Experience in Computer Science, Information Technology, Event Management, or a related field.
- Strong interest in mobile app development and event technology.
- Excellent problem-solving skills and attention to detail.
- Effective communication and teamwork skills.
- Ability to work independently and manage multiple tasks.
- Prior experience with event management or mobile app development is a plus but not required.
- Able to express the mission and values of the National Health Care for the Homeless Council through actions in their work.
- Enthusiasm for the work of ending homelessness.
- Self-motivated and able to work with minimal supervision.
- Commitment to a collaborative team approach to organizational tasks.
- Ability to adapt to a changing working environment.
- Comfort and ability to work effectively with people from different cultures and socio-economic backgrounds.
- Availability for travel to our national conference: May 13-16, 2024.

How to apply:

Interested candidates are invited to submit their resume and a brief cover letter outlining their interest and qualifications for this internship to Brett Poe, bpoe@nhchc.org. Please use the subject line: "Conference App Coordinator - [Your Name]." No phone calls please.

Application Deadline: **January 26, 2024**

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, sexual orientation, gender identity, or country of origin. The Council is committed to focusing on equity in all of our work, including ensuring our staff is inclusive and representative of the people we serve. People of marginalized identities and/or lived experience of homelessness are especially encouraged to apply.