

United Way of Forsyth County Position Description.

Functional Title	Housing Matters and CPI Program Assistant		
Classification	Office Monday-Friday		
FLSA Status	Non-Exempt		
Reports To	Chief Impact Officer		
Team	CPI		
Purpose	Provides administrative support both to the Housing Matters, (HM) Continuum of United Way Forsyth County		
Mobile Phone Reimbursement	No		
Community Plan Investment (CPI) responsibilities:			
<ul style="list-style-type: none"> • Update SAM, government registration for non-profits, and other federal grant registrations and manages grants.gov passwords. • Coordinate the Emergence Food and Shelter Program (EFSP) Community Board • Manage the State Employee Coordinated Campaign (SECC) annual application. • Maintain communication list for CPI, funded partners, Continuum of Care, etc. which requires updating the public folder in OUTLOOK. • Maintain CPI and HM Correspondence, including adding key correspondence into ANDAR. • Administrator on DocuSign • Assist with scheduling of impact council/investment cabinet meetings during funding cycle. • IDA check requests review before sending to Finance for processing. 			
Housing Matters			
<ul style="list-style-type: none"> • Provides administrative support to the Executive Director of Strategic Housing Initiatives. and administrative support to Operating Cabinet and Commission of Ending Homeless, and Council meetings, including group correspondence and meeting minutes. • Notify City and County Commission on Ending Homelessness (COEH) meeting schedule annually, • Steward contract communications between Funders and UWFC to get contracts signed. • Manage mass communication distribution to CoC including the primary point of contact for CoC. • Prepares all reimbursable grant billing including: <ul style="list-style-type: none"> -monthly billing to the city and Housing Authority of Winston Salem, (HAWS) -Quarterly billing to the county • Receives Temporary Financial assistance requests from FRRC partners, enters request into HMIS database, reviews request for accuracy • Provides training to new case manager on how to complete check requests. • Monthly reporting in Neighborly to the City • Assisting with grant applications • Credit card reconciliation 			
Attributes:			
Skills	<ul style="list-style-type: none"> • Proficiency in Microsoft Office (e.g., Word, Excel, Outlook, etc.) • Understanding of HMIS data standards • Consistent attention to detail to ensure accuracy of spelling, punctuation, grammar, etc. • Ability to be trained in computer software, data entry. • Demonstrated understanding of the causes of homelessness. • Strong written and verbal communication skills. 		

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	<ul style="list-style-type: none">• Cooperative, friendly, and helpful attitude with clients and co-workers. Ability to work closely with other employees to ensure positive, constructive environment within the program or department, and throughout the agency.
Primary Relationships	Staff, volunteers, donors and general public
Education	Associate or technical school degree or equivalent work experience
Experience	Three to five years' experience in an administrative support position

To apply please visit: <https://united-way-of-forsyth.oasisrecruit.com>

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