

Position Opening

Coordinator Greater Lansing Homeless Resolution Network

The Greater Lansing Homeless Resolution Network is looking for a highly organized, self-motivated team player to serve as Coordinator of our Network (a consortium of providers of service to the homeless).

The Coordinator will:

- Facilitate and track activities of the Network through monthly meetings of the Network and various sub committees;
- Work with community partners to support Network goals;
- Ensure timely composition, submission, and reporting for Network grants;
- Ensure accurate, complete and timely documentation and data tracking for community and grant accountability;
- Work with Network Board to ensure effective outcome management for Network initiatives;
- Plan and implement special events throughout the year.

Bachelor's degree in Public Administration or related field and at least 2 years experience in management/coordination preferred. Ability to work well with local human service agencies, and excellent communication and organizational skills required. This is a salaried part-time position.

Please e-mail or fax resume and cover letter (no calls, please) by Wednesday, March 23, 2011 to:

Patricia Wheeler
Email: glhrn@ncalra.com
(517) 887-8121