



Continuum of Care (CoC) Coordinator

Organizational Overview

For over 25 years, the Coalition for Homelessness Intervention and Prevention (CHIP) has inspired a coordinated, community-wide effort to make homelessness rare, brief, and nonrecurring in Indianapolis. With a firm belief in housing as a human right and a commitment to fostering a more accessible, inclusive, and equitable homeless response system, CHIP supports a collective impact approach to addressing homelessness through the following:

- Uniting the Indianapolis community around a shared vision for change.
- Developing and operating a shared data management system to better understand homelessness, measure progress, and improve outcomes.
- Mobilizing diverse stakeholders and community partners to work in a more coordinated, collaborative way to expand and scale housing and services for people experiencing homelessness.
- Supporting open, transparent, and continuous communication to increase awareness about homelessness, create buy-in to solutions, and foster greater trust among partners and key stakeholders.
- Advocating for policy change and funding alignment to support solutions to homelessness.
- Serving as the backbone agency for the Indianapolis Continuum of Care (CoC) with dedicated staff to project manage key priorities and strategies in the Community Plan to End Homelessness.

To accomplish this, CHIP defines success through our mission to:

Mobilize, advocate, and empower community collaboration toward ending homelessness and to foster an effective system of homelessness prevention and intervention in the greater Indianapolis area.

CHIP is an Indianapolis-based non-profit organization that serves as the planning and data lead for the network of agencies providing direct service to individuals and families experiencing homelessness.

The Indianapolis Continuum of Care (CoC) is not an agency or organization but rather a network of agencies, organizations, advocates, and funders working together to advance solutions to homelessness. CHIP serves as the agency that supports this network.

Position Summary

The Continuum of Care (CoC) Coordinator position plays a key role in supporting the CoC and the Blueprint Council-the CoC Governing Board- through compliance, logistics, communications, and membership engagement. This position is responsible for coordinating and elevating CHIP's role as the backbone agency for the CoC as we support our collective efforts to make homelessness in Indianapolis rare, brief, and nonrecurring.



Essential Functions and Responsibilities: The CoC Coordinator is responsible for the coordination of the following:

Continuum of Care (CoC) Coordination

- Review and update CoC policies, procedures, and the governing charter annually to ensure alignment with the CoC, federal regulations, and the Blueprint Council
- Coordinate with key CHIP staff and community stakeholders to support the review, implementation, and communication of policy updates and revisions
- Coordinate with CHIP staff to develop and post annual action plans and workgroup information
- Identify content and update the CoC webpage(s) and social media platforms to support open and transparent communication
- Identify content and work collaboratively with CHIP team and stakeholders to put together and distribute monthly CoC newsletters
- Review, catalogue, and update all CoC branded materials including slide decks, community presentations, and reports
- Review and manage CoC membership annually including membership statements, distribution lists, and action items (i.e. elections, membership votes, etc.)
- Provide logistical support for CoC membership meetings including scheduling meetings, managing calendar invites and managing room reservations
- Coordinate and summarize CoC feedback, input, and survey responses
- Manage all CoC communications to ensure standardization, consistency, and messaging
- Provide logistical support for CoC trainings and annual Notice of Funding Opportunity (NOFO) activities
- Oversee and facilitate all requests to the CoC for letters of support, media interviews, public statements, etc.
- Coordinate annual CoC grant pre-contracting and application process for CHIP
- Coordinate CoC Planning activities and responsibilities including the annual performance report

Blueprint Council Governing Board Support

- Provide logistical support to the Blueprint Council and Blueprint Council committees including scheduling meetings, taking and posting minutes, and putting together board packets.
- Ensure governance compliance with the CoC charter and work with the Nominating Committee to support open and transparent nomination and election processes
- Collaborate with leadership to support the Blueprint Council through onboarding, meeting and agenda preparation, and meeting administration
- Update and manage annual Blueprint Council forms and documents
- Ensure annual MOUs with Blueprint Council are reviewed, revised, updated and approved
- Support open and transparent communication between the Blueprint Council and CoC using CoC communication platforms (website, social media, newsletters, public meetings)



Education and Experience

- Associate degree or higher in communication, business administration, nonprofit management or commensurate experience required. Certifications will also be considered.
- Experience working with an intermediary organization or the homeless sector a plus.
- Experience supporting a board or governing council preferred.

Attributes, Knowledge, Skills

- Able to foster trusting relationships by demonstrating compassion for people
- Equipped to communicate with diverse audiences to support transparency and to support a shared understanding of the work
- Committed to individual growth and development through continuous learning, feedback, and improvement.
- Motivated to solve problems and identify opportunities for more effective or efficient processes.
- Able to learn and utilize various communication and project management tools to support greater visibility and accountability.
- Committed to collaborative problem-solving and conflict resolution to support a healthy work culture.
- Equipped with strong organizational skills and attention to detail to produce high quality work products.
- Able to take initiative and to anticipate priorities and communication needs to support the work.

Work Culture and Environment

CHIP has a creative, dynamic team and is dedicated to attracting and fostering talented and diverse individuals who reflect the communities being served and the communities most impacted by homelessness. CHIP has adopted a hybrid work environment that includes both a virtual and in-office structure. CHIP staff are required to be in the office and/or in the community at least two days a week.

The CHIP office is located in an old house just off the Red Line in Fountain Square. The workspace is a shared space and is meant to create a collaborative, inclusive, and inspiring vibe.

CHIP offers generous benefits, competitive salaries, and supports professional and personal growth. To further support staff and provide time for renewal and rest, CHIP closes the office twice a year for paid holidays- one week in July and one week in December.

Position Leader: Deputy Director

Salary: \$42,500

Benefits: This position is eligible for a comprehensive benefits package, which includes medical, dental, and vision insurance; life insurance; long-term disability; 401(k) match; a minimum of 11 paid holidays; 10 sick days (pro-rated based on hire date); and 5.77 hours of PTO accrued per pay period.



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INTERVENTION
& PREVENTION



Candidates should apply by sending a cover letter detailing their interest and applicable experience and resume to:

mclark@chipindy.org

Please reference the position title in the subject line of the email.

CHIP is committed to implementing an equitable and inclusive culture. Successful candidates will commit to creating and supporting an equitable and inclusive workplace, including but not limited to racial equity, accessibility for individuals with disabilities, use of gender inclusive and person-centered language, and cultural awareness and sensitivity.

If you do not meet every requirement but feel you are a good overall match and are excited about this opportunity, we encourage you to apply. Individuals with lived experience are encouraged to apply.

Safeguarding our team members is an important part of how we ensure our continued work in the community we serve. As a condition of employment, all staff are required to be vaccinated against COVID-19, including the COVID-19 booster, barring an approved exemption.