



Position: Program Specialist, SSVF
Location: New York, NY; travel throughout NYC required
Reports to: Program Director
Hours: Full-time, 40 hours per week, some evenings/weekends required

About Jericho Project

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 41-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 9 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

About the Position

Jericho Project is seeking an experienced and enthusiastic Program Specialist (Administrative Assistant) to provide program coordination and support under the VA's Supportive Services for Veteran Families (SSVF) program.

Responsibilities:

- Collect all data needed to satisfy reporting requirements for the SSVF program.
- Enter Temporary Financial Assistance information for all approved and processed requests into AWARDS database for reporting and tracking.
- Serve as initial point of contact for SSVF program. Greet veterans and announce them to appropriate staff; answer incoming calls and retrieve messages from general voicemail.
- Conduct prescreening to determine initial eligibility, set intake appointments, and manager calendars.
- Maintain an effective working relationship with external community partners and maintain steady communication and rapport with the program staff.
- Efficiently compile, format and submit information regarding program outcomes, clients referred, clients enrolled, and ineligible clients to program management on a monthly basis.
- Receive, sort, and route mail, perform computer data entry, schedule appointments, reserve conference rooms, distribute metro cards, and perform other clerical tasks such as filing and photocopying. Monitor, order, store and distribute supplies.
- Actively assist and participate in all program activities and special events as needed.
- Attend program staff meetings, veteran group events, taking attendance and notes as required.
- Other job-related duties as assigned by the Program Director or Assistant Director.

Requirements:

- High School diploma required; Associate or Bachelor's degree preferred but will consider extensive experience in lieu of education.
- Two years of administrative experience
- A self-starter with strong organizational, analytical, and problem solving skills.
- Ability to multi-task and manage multiple priorities in a busy work environment.
- Strong writing skills, including formatting, editing, and finalizing letters and forms.
- Thorough knowledge of Microsoft Office applications and other office equipment.
- Good interpersonal skills, working well with others and interacting effectively as a team.
- Willing to participate actively in program and agency special events as needed, be cross-trained and cross-train others in support of program objectives.
- Capable of reading, interpreting, and applying complex data collection guidelines and submitting timely reports effectively using required formats.

Compensation:

The salary range for this position is **\$40,000.00 to \$43,000.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Program Specialist, SSVF**
245 W. 29th Street, Suite 902
New York NY, 10001
Fax 646.624.2301
careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org