

Supportive Housing Providers Association Is Hiring!!

Communications/Special Projects and Membership Coordinator

SHPA is seeking a Communications/Special Projects and Membership Coordinator. This Team member's job is to ensure all supportive housing providers, members, and DHS grantees are updated with the latest communications by maintaining SHPA's Constant Contacts, LinkedIn, Facebook and Instagram accounts. You will be using your creative talents and excellent proofreading skills to provide up to date critical information regarding all supportive housing needs. T

This job will network train/assist and collaborate with Supportive Housing Providers, Peers, Members and DHS Grantees. SHPA plays a significant role in the planning, development, and operations of supportive housing throughout the state of Illinois. SHPA is recognized as the voice of advocacy for supportive housing services funding in the state of Illinois.

This position will also work to preserve and increase supportive housing across Illinois.

Duties & Responsibilities:

Communications & Special Projects

- Website build and edits (WordPress, Elementor)
- Manage all social media (LinkedIn, Instagram, Facebook)
- Manage all mailings and contacts (keeping updated) through Constant Contacts
- Assist Team with any communication tasks/projects
- Assist Executive Director in planning SHPA's Annual Meeting & Summit/Advocacy Day - Organize PowerPoints/speakers on flash drive according to room and computer, assemble speaker packets
- Assist team members in their event planning by Design logos, flyers and other marketing materials
- Develop surveys / forms for team through Typeform
- Develop and distribute Monthly Newsletters
- Market team trainings and events
- Manage Organization brand
- Attend in-person membership events
- Take pictures and catalog by event and year

Membership Coordinator

- Coordinate Membership Outreach
- Keep Membership Documents updated (including contact info, Employee info, phone, addresses, and emails)
- Membership Surveys
- Recruit and Retain Members
- Membership Postings on our Website

General SHPA Employee Duties

- Represent the Supportive Housing Providers Association (SHPA) at meetings, committees and task forces
- Assist SHPA members and supportive housing residents to cultivate relationships with elected officials and educate them about supportive housing
- Provide program and activity reports to Executive Director

Qualifications:

- Well organized
- Good relationship builder with a wide variety of individuals
- Articulate-both verbally and in writing
- Two or more years of experience in organizing, advocacy, and/or policy work with great organizational skills

- Experience in the fields of supportive housing, homelessness, housing property development, mental health, and/or service delivery are desirable
- Self-directed, and self-starter
- Ability to learn quickly, think strategically and possess good judgment
- Job requires statewide travel and access to a car
- Driver's license and reliable transportation, with automobile insurance
- Lift and carry up to 15 pounds.

Education: Minimum: Bachelor's Degree

Salary: \$45,000-\$50,000

Other Benefits:

- Generous Vacation and Sick Time
- Flexible Schedule
- Work from home
- Optional Simple IRA Retirement Account