

**Program Assistant & FM CARES Manager**  
**Job Description**

Essential Function: Provide program assistance for the FM Coalition for Homeless Persons and West Central Minnesota Continuum of Care, primarily focused on the Coordinated Assessment Referral and Evaluation System (CARES).

Skills/Knowledge/Strengths Required:

- Communication
- Organizational/Task Management
- Leadership & group facilitation
- Conflict management
- Experience/Knowledge of Homeless Response System helpful

Responsibilities Include:

1. Support the mission to end homelessness in FM and WC Minnesota.
  - a. Manage CARES for FM/WC region (see below).
  - b. Provide data and research assistance to the Coalition and CoC.
  - c. Provide leadership, administration, and evaluation to general Coalition and CoC programing as assigned.
2. Manage CARES operations and ongoing implementation in FM and WC region:
  - a. Provide leadership and staff support for local CARES committee.
  - b. Manage CARES prioritization lists.
  - c. Promote system improvements and integration of other resources.
  - d. Encourage and support data quality and completeness.
  - e. Facilitate FM CARES communication.
  - f. Monitor FM CARES budget and provide monthly financial reports.
  - g. Support fundraising efforts to fund FM CARES
  - h. Provide education and awareness for the purpose of system improvement.
  - i. Plan, coordinate and document CARES trainings (SPDAT, new agency, CARES).
  - j. Complete system evaluation, reporting and compliance checks
3. Support the wider CARES network.
  - a. Coordinate with regional CARES program managers and Continua of Care coordinators/leadership for local programing, compliance, evaluation, and policy.
  - b. Attend CARES Governance Board, Continuum of Care, state and committee meetings when appropriate or required.
  - c. Manage CARES website.
  - d. Manage CARES files in appropriate shared online depository.

Minimum Qualifications:

- Bachelor's Degree
- Valid Driver's License
- Strong computer skills
- Demonstrated communication skills
- Ability to understand, appreciate, and construct program evaluation

Preferred Qualifications:

- Experience or knowledge of homelessness response system or CARES
- Experience with grant management or administration

*This is a full-time position. Compensation commensurate with experience. Position supervision shared by FM Coalition Executive Director and WCMN CoC Coordinator, with office based in Fargo.*

Apply by **January 18, 2018** with resume and cover letter to: Cody Schuler, Executive Director  
*Email preferred.* FM Coalition for Homeless Persons  
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