



COLLABORATIVE
SOLUTIONS

205.939.0411

P.O. Box 130159

Birmingham, AL 35213-0159

www.collaborative-solutions.net

Collaborative Solutions, Inc. is seeking applicants for the following position.

Program Associate

Collaborative Solutions, Inc. (CS) is seeking applicants for the position of Program Associate. The Associate will provide support, lead and implement projects associated with CS' program areas (Affordable & Rural Housing, HIV/AIDS Housing & Health, Homeless & HMIS, Research & Evaluation). The Associate will work as part of the CS team and will be assigned individual assignments and projects for implementation on federal and non-federally funded projects. Program Associates report to Program Managers. Applicants need to have expertise in one or more of the following areas and need to identify these areas when applying for the position: data systems (HMIS, comparable databases, MIS, CAREWare, including data analysis); homelessness programs (please specify experience working with Continuums of Care and specific subpopulations); work with survivors of domestic violence or sexual assault, American Indians and Alaska Natives, people living with HIV/AIDS or other chronic conditions; program implementation in rural communities.

Qualified applicants must have:

Education Requirements

Master's degree in social work, public health or other related human services field preferred

Position Requirements

- Strong analytical skills related to research
- Skilled technical writer
- Self-starter, strong follow through on projects
- Ability to handle multiple projects simultaneously and prioritize accordingly
- Presentation and facilitation skills for a variety of settings
- Ability to navigate complex relationships with funders, clients, and coalitions
- Able to read, speak, and comprehend English
- Proficient with Microsoft Office programs: Outlook, Word, Excel
- Experience in nonprofit setting or program administration preferred
- Experience in affordable housing research and programs, technical assistance, and vulnerable populations preferred
- Able to climb stairs and ability to move and transport materials or equipment weighing up to 50 pounds for trainings or events

Position requires travel; ability to travel within the State and nationally.

This is a full-time position. CS is an equal opportunity employer.

Send cover letter with salary requirement, resume, identification of applicable expertise, and references to Sharon Fenstermaker, Director of Administration, Collaborative Solutions, Inc. P.O. Box 130159, Birmingham, AL 35213 or via email at sharon@collaborative-solutions.net. For more information, visit <http://www.collaborative-solutions.net>.