

NOTICE

JOB and CONTRACTING OPPORTUNITIES

All Section 3 Residents and Contractors

If you are a Section 8 Voucher Holder (or a resident of Public Housing) and you live in the Virginia Beach-Norfolk-Newport News metropolitan statistical area (MSA), you may qualify!

Section 3 of the Housing and Community Development Act of 1968 was created to insure that certain employment and business opportunities are made available to qualified low- and very low-income persons.

For more information visit www.vbgov.com/Section3 or contact:

Department of Housing and Neighborhood Preservation at Housenp@vbgov.com.

Thursday, May 04, 2017

Virginia Beach **Department of Housing and Neighborhood Preservation** is seeking a person with experience coordinating volunteer programs to serve as **Volunteer & Community Resource Coordinator** (Housing Program Coordinator) at the Housing Resource Center. For more information and to apply, visit <http://www.vbgovcareers.com/>.

Housing Programs Coordinator

Requisition ID: **22161**

Working Title: **Volunteer & Community Resource Coordinator**

Department/Division: **Housing and Neighborhood Preservation - Rehabilitation and Construction**

Pay Range: **A.11, \$54,938.40 - \$84,347.04**

Starting Salary: **Minimum of the Pay Range**

Job Type: **Full Time**

Part Time Hours/Wk:

Work Schedule:

Work Location: **Housing - Municipal Center**

Close Date: **5/23/17**

Please note that requisitions close at 12:01am on the closing date. To ensure your application is received before the requisition closes, please submit your application the day before the listed closing date.

Description

Housing Programs Coordinator:

Solicit for, advocate, champion and coordinate individual and organizational, including faith-based, volunteers to support and enhance the community's work to end homelessness. Work closely with and support the Homeless System Manager to understand and seek to fill gaps in services; and to create new and innovative activities to achieve city and community goals for ending homelessness through the use of volunteers. Seek to understand volunteer goals and work to identify ways they can assist. Develop and maintain an ongoing volunteer program that is valued by volunteers, by the community and by service providers and staff. Operate the program in alignment with city and department guidance, and insure that appropriate records are kept and recognition is provided.

Coordinate the use of Housing Resource Center (HRC) classrooms and coordinate events taking place at the HRC, in support of the Homeless System Manager and outside groups using these resources. Insure that room reservations and events are properly planned, organized and communicated to all appropriate stakeholders. Manage issue relating to all of the above as needed. Serve as a liaison between City departments, non-profit organizations, faith based organizations and community to facilitate the provision of a variety of HRC services; coordinate, and facilitate the appropriate actions and activities in response to concerns or requests for service; establish a cooperative partnership between the HRC and potential volunteers and develop a work plan which involves input from all stakeholders. Coordinate and oversee functions of the HRC Volunteer Program and ensure integration of volunteers into programs and projects.

The City of Virginia Beach is an EOE, qualified [Section 3](#) employer. Low- and very-low income residents of the Virginia Beach-Norfolk-Newport News, VA-NC MSA are encouraged to apply for this position. For more information visit www.vbgov.com/section3.

For additional information contact:
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