

Title:	Partners with Lived Experience (PLE) Coordinator
Summary:	This position is responsible for coordinating and overseeing ongoing strategies to include and elevate the voices of those with lived experience of homelessness in every aspect of the homelessness response system.
Reports to:	Monitoring and Compliance Manager
Direct Reports:	None
Classification:	Regular Full-Time Exempt
Salary Range:	\$45,000 - \$50,000 annual salary
Hybrid Schedule:	Positions at the Coalition for the Homeless are currently hybrid with employees working from home up to two days a week with supervisor approval and in the office the remainder of the week.

Description: This position is responsible for coordinating and overseeing ongoing strategies within the Louisville/Jefferson County Continuum of Care (CoC) to include and elevate the voices of those with lived experience of homelessness in every aspect of the homelessness response system. The PLE Coordinator will be responsible for the coordination of the Community Consulting Board, Youth Consulting Board, and Racial Equity Committee. This position requires a high level of interaction with the unhoused population, including visiting shelters and outdoor encampments. Ideal candidates will have an understanding of, and support, the concepts of Harm Reduction and Housing First.

Essential Functions:

Under the supervision of the Monitoring and Compliance Manager, the PLE Coordinator will assist with the following activities:

- Meeting logistics, including scheduling and coordinating meeting dates and locations and ordering food.
- As needed, recruit and orient new board and committee members.
- Create environments that promote trust, engagement, and accountability, and that challenge inappropriate or inaccurate perceptions around homelessness.
- Coordinate the involvement and participation of PLE in advocacy and engagement events at the state (Frankfort) and at the local level, including attending these events as necessary.
- Solicit PLE community input and engagement through forums, surveys, interview, focus groups, and other methodologies.
- Work with PLE to evaluate CoC funded programs for efficacy to Housing First Principles, client-centered policies, and effectiveness of services.
- Provides support and assistance to PLE to create and disseminate educational resources to local service providers, community members, and policy makers on how to best meet or anticipate the needs of our unhoused population.
- Establishing and updating participant roles and responsibilities, policies, procedures, and by-laws as needed.
- Help fulfill requests for basic needs, information, and referrals as appropriate.

- Coordinates reasonable support to reduce barriers to PLE participation, including arranging transportation, childcare, and mentorship.
- Document and organize the regular distribution (typically monthly) of payment to PLE participating in various activities, including tracking back to multiple funding sources, monthly account, and communicating with recipients as questions or concerns arise. Payments are offered as gift cards and/or through check.
- Cultivate relationships with organizations that are led by and or serve PLE.
- Seek opportunities to uplift lived experience and strengthen ties with advocates.
- Other duties as assigned.

Minimum Requirements:

At least three year's experience in community organizing, case management, outreach, focus group facilitation, state or local advocacy, or a combination of the above. Knowledge and understanding of individuals experiencing homelessness and their associated needs. Strong administrative and clerical abilities, including a proficiency with Microsoft Office Suite. Strong verbal and written communication skills, ensuring that all correspondence is conducted in a professional manner. Ability to be highly organized, work independently, and exercise excellent independent judgement. Ability to communicate with a wide variety of audiences. Must have previously received training, or be willing to receive training, on de-escalation techniques. Essential duties of this job require the ability to meet unhoused persons where they are, this includes outdoor encampments that may only be accessible on foot. This position will require the transportation of PLE representatives in a personal vehicle.

Benefits:

- Medical, dental (employee option), vision (employee option), life, and short-term disability insurances
- SEP/403(b) with 7% contribution
- Up to 15 days paid vacation leave in first year
- Up to 12 days paid sick leave
- Up to 10 paid holidays
- \$30/month health/self-care reimbursement.

For more details on benefits, see our [website](#).

The Coalition for the Homeless is an equal-opportunity employer. We recognize and value diversity. We make employment decisions based on each person's knowledge, skills, abilities, experience, qualifications, and job performance without discriminating regardless of their race, color, religion, age (40 and over), sex (including gender identity, sexual orientation, and pregnancy), national origin, disability, reprisal, marital status, parental status, genetic information, political affiliation, or other prohibited non-merit factors as established and required by Federal, State, and Local laws.