

## **Position Title:** Housing and Homelessness Subject Matter Expert

**C4 Innovations** (C4) is a woman-owned, mission-driven small business that advances recovery, wellness, and housing stability for people who are marginalized. We are committed to reducing disparities and achieving equitable outcomes. We partner with service organizations, communities, and systems to develop and implement research-based solutions that are person-centered, recovery-oriented, and trauma informed.

C4 is committed to creating and maintaining a diverse workforce. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups; this includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or serious mental health conditions, and lived experiences of homelessness or recovery from substance use disorder. C4 is an affirmative action-equal opportunity employer.

C4 is seeking a Subject Matter Expert to join the Housing Solutions team. This person will have an expert understanding of the skills and services needed to address homelessness effectively, holistically and in a person-centered manner. This person will lead technical assistance and training on race equity, motivational interviewing, whole person case management and trauma informed care.

### **Responsibilities:**

- Develop training agendas and curricula, facilitator guides, and co-facilitate in-person and virtual 1 and 2-day housing skills and race equity training.
- Supervise staff members and provide them support and leadership in delivering high-quality technical assistance and training.
- Participate in team strategy planning to advance the goals of the housing team.
- Develop and deliver technical assistance and training in person and via videoconference.
- Work as a Project Director and act as or work with a Project Manager to manage services/product delivery and budget(s).
- Participate in business development efforts in concert with the housing team and C4 Business Development team, providing technical and writing assistance on proposals, and/or developing project concepts for proactive business development.
- Able to be listed on a proposal as senior level staff and serve at senior leadership levels on projects.
- Publish and/or present work at conferences and in peer reviewed journals.
- Provide independently prepared documents for both internal and external meetings.
- Conceptualize and develop tools to assist communities in advancing housing and racial equity principles in homelessness and behavioral health sectors.
- Other duties as assigned.

### **Requirements:**

- Ten years of experience or Graduate degree and six years of combined experience in the areas of Housing & Homelessness, MI (Motivational Interviewing), TIC (Trauma Informed Care), and anti-racism work.
- Demonstrated knowledge and expertise in motivational interviewing and trauma informed care.
- Demonstrated knowledge and expertise in racial equity and anti-racism work.
- Demonstrated knowledge of HUD (Housing and Urban Development) CoC (Continuum of Care) a plus.
- Demonstrate deep understanding of performance management.

- Demonstrate excellent organizational skills.
- Demonstrate experience in administering budgets.
- Ability to conceptualize, analyze and follow-through with multiple, competing priorities.
- Ability to work at a high level in a fast-moving environment.
- Ability to act as a supportive team member.
- Excellent verbal and written communication skills with ability to lead, facilitate and participate in collaborative partnerships.
- Excellent computer skills and familiarity with PowerPoint and/or other presentation software.

**Location:** C4 Innovations' main office is in Needham, Massachusetts. We also have employees living across the U.S. This position can be located anywhere in the U.S.

**Salary:** The salary range is \$75,600 to \$84,000, which includes C4's comprehensive benefits package (paid time off, health, dental, vision, short-term and long-term disability, and 401K).

**To apply,** please send a cover letter, salary requirements, and resume with "Housing Solutions Subject Matter Expert" in the subject line to Human Resources at [apply@c4innovates.com](mailto:apply@c4innovates.com). Deadline to apply is November 30, 2021.

