



POSITION TITLE: Built for Zero Coordinator

POSITION TYPE: Full time, Exempt

SALARY: \$57,294 - \$60,000 annually, DOQ.

BENEFITS: Full benefits package including: medical, dental, vision, holidays, vacation, and sick leave.

HOURS: Full time 35 hours per week; typically Monday-Thursday 9:00AM – 5:00PM, Fridays 9:00-2:00PM. Occasional nights/weekends.

REPORTS TO: Coordinated Entry Program Manager

LOCATION: This position is based out of our West Olympia location

About Us: Family Support Center of South Sound is a nonprofit 501c3 multi-service agency located in Olympia, Washington, founded in 1992 to provide families and survivors of domestic violence, sexual assault, stalking, and human trafficking with coordinated supportive services in one centralized location with the mission, “*Working Together to Strengthen All Families and Survivors*”. The Family Support Center seeks to build strong, healthy, safe, and hopeful families through collaborative programs and services, with the goal to reduce the impacts of family and child poverty, homelessness, and family violence in the South Sound community.

Position Summary: The Built for Zero (BFZ) Coordinator will work closely with community partners in an effort to achieve functional zero for the chronic homeless population in Thurston County, per the BFZ initiative that Thurston County is engaging in through Community Solutions. The Coordinator will be responsible for facilitating and managing collaborative meetings, engaging with key stakeholders, supporting the team in achieving its goals and working towards larger system improvements. The Coordinator will leverage existing and new relationships throughout the community, and act as the connector between stakeholders, working to collectively achieve the goals set forth by the Built for Zero team.

Preferred Skills & Experience:

- Experience: 2+ years’ experience working in the social service, preferably homeless services, field. Knowledge and understanding of chronic homelessness and the barriers households face to acquiring and maintaining stable housing.
- Education/Training: Bachelor’s degree or equivalent experience in a social service or related field.
- Technology: Proficient in computer use, including Microsoft Windows programs, and electronic data base systems such as Apricot/Ragic, Efforts to Outcomes, and/or HMIS.
- Collaborative approach, ability to lead individuals from various backgrounds in achieving a shared vision.
- Knowledge of trauma informed care, harm reduction, housing first, golden thread documentation, permanent supportive housing, rapid re-housing, foundational community supports, etc.
- Local work experience and knowledge of social service, housing, and employment resources in the South Sound.
- Bilingual/Bicultural.

Licenses & Other Requirements:

- Must pass comprehensive background check.
- Washington State driver’s license and fully insurable vehicle.

Primary Responsibilities:

Strategic Leadership

- Work with partners to develop an appropriate operating framework for BFZ in Thurston County and guide ongoing implementation of the initiative.

- Provide support to BFZ teams/committees/stakeholders in aligning their work with one another and the overall Thurston County BFZ initiative.
- Maintain understanding of current progress toward goals and implementation challenges and work with partners to develop strategies to address them.

Facilitation and Communication

- Cultivate relationships with BFZ teams/committees/stakeholders and key community partners; keep them informed and be a conduit for their input and feedback.
- Facilitate effective communication between and among BFZ teams/committees/stakeholders.
- Oversee development of briefing documents and other communications, as necessary, to inform teams/committees/stakeholders.
- Work with teams/committees/stakeholders to create and implement the overall vision for meetings, e.g., purposes, objectives, agendas, and processes.
- Ensure equitable and effective meeting facilitation for BFZ teams/committees, wherein marginalized voices have the opportunity to be amplified.
- As needed, ensure teams/committees have the support they need to facilitate their work.
- Support with case conferencing meetings.

Community Engagement and Public Outreach/Awareness

- Create and leverage the necessary partnerships, relationships, and community-based support with relevant stakeholders to achieve success of BFZ.
- Serve as a liaison to Community Solutions (the national BFZ organization), other BFZ communities, and to related projects/initiatives, such as the Thurston County Anchor Communities Initiative.
- Effectively communicate the vision, purpose, and value of BFZ and incite urgency for change among relevant stakeholders, including community members, policymakers, and potential funders.
- Serve as a BFZ ambassador at meetings, events, and conferences.
- Attend local, state, and national meetings and conferences specific to BFZ.

Data Collection, Analysis, and Learning

- Work with BFZ partners to:
 - Establish and implement appropriate metrics and measures that properly assess the effectiveness of BFZ strategies and actions.
 - Support in identifying and managing a system to house the by name list that can provide the necessary metrics for BFZ and is easily accessible by community partners.
 - Support data-driven decision-making.
 - Ensure that data is collected, integrated, and communicated effectively across BFZ partner organizations and the public.
 - Establish an effective data, measurement, and reporting infrastructure to support shared measurement for BFZ.
- Manage creation of quarterly summary reports of progress for BFZ teams/committees/stakeholders and external audiences.
- Use continuous improvement practices to meet desired goals and metrics across the BFZ initiative and adapt plans and activities to the emergent landscape as needed.
- Implement tests of change, report back to BZA teams, committees, and stakeholders on outcomes and lessons learned.
- Address any confidentiality concerns and other technical issues to achieve a quality by name list.

Financial Sustainability

- Plan for financial sustainability, including the establishment of ongoing revenue sources for BFZ and its teams/committees/projects; cultivate relationships toward that end.
- Support partner organizations in aligning community resources to support BFZ goals.

Other duties as assigned.

To apply for this position, please email your professional resume, cover letter, and contact information for three professional references (email and phone preferred) to [hiring@fscss.org](mailto: hiring@fscss.org) or fax documents to 360-943-1139 ATTN: Hiring, or mail to Family Support Center of South Sound 3545 7th Ave SW Suite 200, Olympia WA 98502. No phone calls, please.

Position open until filled.

Family Support Center is an equal opportunity employer and service provider. Family Support Center shall not discriminate against any person on the basis of any legally protected status including, but not limited to: age, citizenship, color, disability, health condition, ethnicity, marital status, national origin, religion, sex, or sexual orientation.