OVERVIEW: Assist the Homeless Programs Supervisor with various projects related to Veteran homelessness in Minnesota. Facilitate small scale projects analyzing data from the Homeless Veteran Registry and other databases related to Veteran homelessness. Attend a variety of meetings, presentations and other community events to understand the scope of and to organize community stakeholders engaged in the efforts to end homelessness among Veterans statewide. Assist with administering grants and contracts related to Veteran Homelessness.

WHAT WE REQUIRE:
Minimum qualifications –
- Minimum of a baccalaureate degree with current enrollment in a Master of Arts/Science program in human services, public administration, political science, public policy, social work, or another related field.
- Related knowledge, skills and/or ability to in the following areas:
  - Business English, spelling and grammar.
  - Computer programs such as: Sharepoint, Microsoft Word, Publisher, Access, Excel, PowerPoint, etc.
  - Establish and maintain effective working relationships with program staff.
  - Communicate information clearly and concisely, both orally and in writing to provide information to program staff, other MDVA staff, professionals and consumers as appropriate.
  - Prepare consumer and provider friendly documents that meet MDVA and other State Communications Policies
  - Effectively contact (telephone, email, letter) other state departments and community partners to gather requested information.
  - Draft, proof, edit, and format reports and curriculum with a high degree of grammatical correctness and accuracy.
  - Take initiative, work independently, plan, organize and prioritize workload in an efficient and timely manner.
  - Conduct literature search (via library, internet, etc.)
  - Basic knowledge & skills with research principles (e.g., descriptive statistics, data analysis, surveys, etc.)

Projects that applicants may expect to work on, include (but are not limited to):
- Participating in or facilitating Homeless Veteran Registry meetings with community stakeholders and organizations representing multi-jurisdictional and cross-sector partnerships.
- Assist in the development and implementation of plans to synchronize homeless/homeless prevention programs and services within the agency and among stakeholders.
- Development training module(s) for Homeless Veteran Registry users and other homeless programs.
- Work with the Homeless Programs Supervisor to analyze and establish best practices for all aspects of the Homeless Veteran Registry in a formal document.
- Designing and implementing surveys to gather consumer feedback from Homeless Veteran Registry users to ensure methods of continuous improvement.
• Assist in administering state grants and contracts related to ending and preventing Veteran Homelessness.
• Facilitate cross-communication between key stakeholders in an effort to promote our mission of ending and preventing homelessness.

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact the job information line at 651.259.3637. Please indicate what assistance is needed.