



**WINGED WOLF  
INNOVATIONS, LLC**

CATALYST FOR TRANSFORMATIVE & INNOVATIVE CHANGE

## **POSITION RECRUITMENT: CONTINUUM OF CARE (COC) COORDINATOR**

**Position Title:** Continuum of Care (CoC) Coordinator for Rural Nevada

**Location:** Virtual with approximately 3-5 in-person meetings annually

**Organization:** Winged Wolf Innovations LLC (WWI)

**Application Open:** May 11, 2026

**Application Deadline:** This is a contractor (non-employee) role. Applications will be accepted on a rolling basis, and the recruitment will remain open until the position is filled.

***Salary to commensurate with experience***

---

### **About the Position:**

The CoC Coordinator for the Rural Nevada Continuum of Care will play a key role in managing and coordinating efforts to combat homelessness across rural communities in Nevada. The successful candidate will collaborate closely with various stakeholders, including local governments, service providers, and community organizations, to ensure the effective implementation of the Federal Department of Housing and Urban Development (HUD) CoC Program.

### **Key Responsibilities:**

#### **1. Continuum Coordination:**

- Oversee the day-to-day CoC coordination.
- Ensure compliance with HUD regulations and guidelines.
- Coordinate the development and submission of the annual CoC application, Point-in-Time (PIT) Count, Housing Inventory Count (HIC), Longitudinal System Analysis (LSA) Report, System Performance Measures (SPM), conduct monitoring, and any other activities needed to ensure HUD compliance and improve CoC performance.

#### **2. Strategic Planning:**

- Develop and implement strategies to address homelessness in rural Nevada.
- Facilitate the development of a comprehensive plan to prevent and end homelessness.

#### **3. Stakeholder Engagement:**

- Build and maintain relationships with local governments, service providers, and other stakeholders.
- Facilitate regular meetings and communications with CoC members and stakeholders.

#### **4. Data Management and Reporting:**

- Provide technical assistance, support, and monitoring using the Homeless Management Information System (HMIS).
- Ensure accurate data collection and reporting to HUD.
- Analyze data to inform decision-making and strategic planning.

#### **5. Grant Management:**

- Manage CoC grants and funding.
- Monitor sub-recipient performance and compliance with grant requirements.
- Prepare and submit required reports to HUD.

#### **6. Training and Technical Assistance:**

- Provide training and technical assistance to CoC members and partners.
- Develop resources and tools to support the implementation of CoC programs.

### Technical Skills and Requirements:

- Bachelor's degree or higher in social work, public administration, urban planning, or a related field preferred. An equivalent combination of education and experience will be considered.
- Minimum of 3-5 years of experience in program management, preferably in human services, homelessness services, or a related field.
- Strong knowledge of HUD CoC program regulations, requirements, guidelines, and best practices.
- Demonstrated ability to manage multiple projects and priorities simultaneously. Strong organizational and time-management skills.
- Proficiency in data management and analysis, including experience with HMIS.
- Excellent grant writing and reporting skills.
- Proficiency in Microsoft Office Suite, HMIS software, and other relevant technology. Ability to analyze data and generate reports.
- Ability to develop and implement strategic plans and initiatives.
- Familiarity with the unique challenges and needs of rural communities.
- Knowledge of federal, state, and local regulations related to housing and homelessness.

### Interpersonal Skills:

- *Communication*: Excellent verbal and written communication skills. Ability to effectively present information and respond to questions from diverse stakeholders and the community.
- *Collaboration*: Strong interpersonal skills and the ability to work collaboratively with a diverse group of stakeholders, including government officials, service providers, and community members.
- *Leadership*: Ability to lead and motivate teams, facilitate meetings, and build consensus among stakeholders.
- *Problem-solving*: Strong analytical and problem-solving skills. Ability to think critically and strategically and to identify issues, develop solutions, and implement effective strategies.
- *Adaptability*: Flexibility and adaptability to respond to changing priorities and needs in a dynamic environment.
- *Empathy*: Understanding and compassion for individuals experiencing homelessness and housing instability. Commitment to promoting equity and inclusion in service delivery.
- High level of organizational skills and attention to detail.
- Commitment to equity, inclusion, and cultural competence.

### Application Process:

Interested candidates should submit a resume, cover letter, and three professional references to [contact@wingedwolf.org](mailto:contact@wingedwolf.org). In the cover letter, please describe your experience related to the major tasks and responsibilities listed above and explain why you are passionate about working to address homelessness in rural Nevada. Please include "CoC Coordinator Application – Rural Nevada" in the subject line.

### Equal Opportunity Employer:

Winged Wolf Innovations LLC is an equal opportunity organization. We encourage applications from candidates of all backgrounds and experiences.