



CoC Program Manager

TenderLove Community Center is seeking a highly motivated and experienced **Continuum of Care (CoC) Program Manager** to join our growing team. This position will play a critical role in overseeing our HUD-funded housing programs, including Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH), aimed at ending homelessness and promoting housing stability for vulnerable populations.

The CoC Program Manager will be responsible for the day-to-day operations, compliance, and performance monitoring of HUD housing vouchers and services under the CoC framework. This is a leadership role requiring collaboration with local partners, case management staff, landlords, and government entities.

If you're passionate about housing justice and committed to empowering individuals and families toward self-sufficiency, we invite you to apply and be part of our mission by sending your resume and cover letter to Admin@tenderlovecommunitycenter.org

Key Job Duties:

- Oversee the implementation and management of HUD CoC-funded Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH) programs.
- Ensure compliance with HUD guidelines, HMIS data entry standards, and CoC performance measures.
- Supervise housing case managers and program staff, ensuring timely service delivery and client progress tracking.
- Manage client eligibility verification, intake, housing placement, and ongoing re-certification processes.
- Monitor housing retention outcomes and coordinate support services, including mental health, employment, and substance use recovery.
- Develop and maintain partnerships with landlords, service providers, and community stakeholders.
- Prepare and submit all required program reports, audits, and funding documentation to HUD and local CoC leadership.



- Conduct quality assurance and continuous improvement strategies to increase housing stability and program effectiveness.
- Collaborate with the finance department to ensure accurate budgeting, invoicing, and grant management.
- Participate in local CoC meetings and represent the agency in community housing initiatives.

Minimum Requirements:

- Bachelor's degree in social work, Public Administration, Human Services, Nonprofit Management, or a related field.
- At least 3–5 years of experience in housing or homeless services programs (preferably CoC-funded).
- Knowledge of HUD regulations, HMIS, and housing-first best practices.
- Strong organizational, documentation, and case management oversight skills.
- Experience supervising case managers or program staff.

Preferred Qualifications:

- Master's degree in a relevant field.
- Prior experience as a CoC program coordinator or housing manager.
- Familiarity with coordinated entry systems, grant reporting (e.g., APRs), and audits.
- Skills in data analysis, performance measurement, and cross-agency collaboration.

Compensation: \$45,000 – \$55,000 annually, depending on experience and open to negotiation.