



**U.S. Interagency Council on Homelessness
Program Specialist (Executive Team)
Job Description**

October 2017

Position Title: Program Specialist

Salary Grade, Range and Job Family: GS-301-09. This position is in the Excepted Service; Schedule A appointment. This position is full-time and includes federal government benefits.

Location: USICH headquarters in Washington, DC

Reports to: Chief of Staff

Number of direct and indirect reports: 0

Education and Qualifications: GS-9, minimum one year of experience at the GS-8 level, either through service in a federal position at GS-8 or higher or through service in a position with equivalent levels of responsibility as a federal GS-8 position.

Technology used: Primarily Microsoft Office Suite (SharePoint, Outlook, Excel, Word, Powerpoint)

Required travel: None

Major Duties and Responsibilities: The Program Specialist is an essential member of the Executive Office, performing a wide variety of administrative and program support duties for both the Executive Team and the entire 20-person agency that are critical for advancing our mission to end homelessness in America. The Program Specialist supports the agency's internal communications and staff development, planning and coordinating staff meetings, staff trainings, and other morale and team-building activities.

The Program Specialist directly supports the Executive Director by managing his calendar and schedule, arranging his travel, and tracking and ensuring that projects and materials needing his review and/or approval get completed on time. The Program Specialist also prepares and/or reviews documents for the Executive Director and responds to and/or directs inquiries he receives to the appropriate team member and ensures their timely completion.

The Program Specialist also provides similar administrative support for the Chief of Staff, helping drive our internal strategic planning, work with national stakeholder groups, and legislative affairs.

The Program Specialist regularly supports high-level--and often sensitive--interagency meetings, including planning, logistics, staffing, note-taking, and follow-up, where utmost professionalism and attention to detail is required.

Required Experience and Skills:

- Ability to adapt to and support team members with differing work styles and approaches.
- Ability to bring people or teams together to work toward and execute a common goal.
- Ability to represent USICH to outside stakeholders with utmost professionalism and diplomacy.
- Ability to communicate both verbally and in writing with a high-level of precision, using error-free spelling, grammar, and punctuation.
- Experience managing the schedules and calendars of Executive level staff.
- Experience planning and coordinating meetings among groups of up to 25 people with very busy schedules.
- Experience preparing and compiling error-free briefing and other meeting materials aligned with agency and executive priorities.
- Experience effectively capturing meeting action items and ensuring those items are tracked and completed.

- Experience arranging travel and logistical aspects of travel, including pre-and post-travel forms and processes.
- Ability to work efficiently, effectively, and independently to complete tasks on deadline.
- Ability to prioritize multiple competing tasks in a fast-paced environment, asking for help when needed.
- Ability to be flexible, pitching in when needed on a whole range of special projects.
- Ability to take initiative, recognizing needs or gaps and offering solutions.

Application Information: Please email a cover letter, which includes your availability, your resume, and your salary history, to jobs@usich.gov.

Additional Information:

- USICH is an Equal Employment Opportunity employer.
- You must be a U.S. citizen to be considered for this position.
- This position requires a background check.
- Males born after 12/31/59 - Selective Service Registration required.
- The work is performed in an office setting.
- No special physical qualifications are required to perform the work. The work requires the ability to move around the office and carry light items such as office files.
- This position requires a 1 year probationary period.
- All Federal employees are required by PL 104-134 to have Federal payments made by Direct Deposit.
- This is a federal government, excepted service (Schedule A) position, open to all candidates with or without prior federal government experience.
- Travel and relocation expenses are not authorized.
- This announcement may be used to fill more than one vacancy.
- This is a full-time position with federal government benefits. The federal government offers a number of exceptional benefits to its employees including health benefits, life insurance, annual and sick leave, flexible spending accounts, long term care insurance, retirement and thrift savings plan, and family-friendly flexibilities. To find out more: <http://www.usajobs.gov/EI/benefits.asp> .
- This position is exempt from the Fair Labor Standards Act.
- This position is not in a bargaining unit.