



**U.S. Interagency Council on Homelessness
Program Specialist (National Initiatives 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: Director of National Initiatives (based in Detroit)

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: Microsoft Office Suite (SharePoint, Outlook, Excel, Word, Powerpoint, Skype), Zoom, other databases. Because this team is remote, strong emphasis on ability to utilize and communicate effectively virtually.

Required travel: None

Major Duties and Responsibilities: The Program Specialist is an essential member of our National Initiatives Team, performing a wide variety of administrative and program support duties in our Washington, DC, headquarters for an entirely virtual team that is working in communities across America to advance our mission to end homelessness. The Program Specialist supports the team's operations, planning and coordinating team meetings, tracking and reporting team deliverables, and ensuring effective communication between the team and the rest of USICH staff.

The Program Specialist serves as administrative and confidential assistant to the Director of National Initiatives (DNI), who is based in Detroit. That includes managing parts of her calendar and schedule, arranging her travel, and tracking and ensuring that projects and materials needing her review and/or approval get completed on time. The Program Specialist also prepares and/or reviews documents for the DNI and responds to and/or directs inquiries she receives to the appropriate team member and ensures their timely completion.

The Program Specialist also performs a wide variety of duties for the entire National Initiatives Team. That includes planning, organizing, and supporting travel, meetings, and community visits. The Program Specialist may perform research and analysis on a wide variety of subjects in order to keep the team abreast of best and promising practices in the field. Research may entail interviewing high-level personnel at other government agencies, state and local partners, and the homelessness services and housing industry.

Required Experience and Skills:

- Ability to recognize the need for action, take initiative, and offer solutions in support of a virtual team.
- Ability to build and foster relationships in a virtual environment and serve as a bridge to onsite staff.
- 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 communication 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 5 or more people.
- 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 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, anticipating the need for and asking for help, when needed.
- Ability to be flexible, pitching in when needed on a whole range of special projects.

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

- 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.
- This position is open to all candidates with or without prior federal government experience.
- 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.