



September 1, 2022

[www.westernmasshousingfirst.org](http://www.westernmasshousingfirst.org)

## Job Description

<b>Job title</b> Network Assistant	
<b>Place of work</b> Remote	<b>Working hours</b> Part-time – 10-15 hours/week; flexible timing
<b>Benefits:</b> Consultant position – no benefits	<b>Salary:</b> \$20-\$25/hour
<b>Reports to:</b> Network Director	
<b>Overview:</b> The Western Massachusetts Network to End Homelessness (WMNEH) creates collaborative solutions across Hampden, Hampshire, Franklin, and Berkshire Counties to prevent and end homelessness through a Housing First approach that centers racial equity. WMNEH connects to over 400 people and 150 organizations across Western MA and the Commonwealth, including elected officials, state agency leaders and partners from every sector.	
<b>Job description:</b> The Network Assistant is responsible for providing support to the Network Director on a broad range of tasks, including but not limited to: <ul style="list-style-type: none"> <li>• Facilitating Network Committee meetings as needed and note-taking at Network Task Force and Committee meetings, including at minimum: the Western MA Task Force for Housing First, Individual Services Committee, Family Services Committee, Youth and Young Adult Services Committee, Veterans Services Committee, Career Services Committee and the WMNEH Steering Committee</li> <li>• Supporting the Network Director in advocacy efforts related to WMNEH legislative and budget priorities, including representation at statewide campaign meetings</li> <li>• Maintaining the WMNEH Leadership Council with the Network Director and conducting outreach to both update and expand the Council</li> <li>• Supporting Network budget and fiscal management</li> <li>• Supporting the maintenance of the WMNEH website and social media accounts in partnership with the Network Director and WMNEH media consultant</li> </ul>	
<b>Priority:</b> <i>Homelessness disproportionately affects people of color, people with disabilities, and other populations; we strongly encourage applications from people who are members of marginalized communities. Preference will be given to candidates who have lived experience relevant to the work.</i> <b>Qualifications:</b> <ul style="list-style-type: none"> <li>• Experience preferred in taking meeting minutes and facilitating meetings</li> <li>• Experience preferred in legislative advocacy</li> <li>• Experience preferred in social media and website maintenance</li> <li>• Evidence of strong written and verbal communication skills to support interactions with diverse audiences</li> </ul>	

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of associated responsibilities, skills, efforts, or working conditions. The Western Massachusetts Network to End Homelessness reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and positions titles as it deems necessary to meet the needs of the organization.

To apply: Please send cover email and resume to Pamela Schwartz, Network Director, [pschwartz@westernmasshousingfirst.org](mailto:pschwartz@westernmasshousingfirst.org)