



Housing Resource Coordinator

COMPANY OVERVIEW

THRU Project empowers youth with a history of foster care to build independent, successful futures by bridging the gap between foster care and adulthood. Guided by our core values—Fortitude, Accountability, Inclusion, Innovation, and Respect—we provide mentorship and essential resources to help youth overcome barriers and achieve their fullest potential.

THRU Project fosters a trauma-informed work environment grounded in safety, trust, collaboration, empowerment, and cultural humility. We integrate these principles into all aspects of our work, recognizing trauma's impact on individuals and communities.

As a team member, you will:

- Engage with clients, colleagues, and partners with sensitivity to trauma.
- Participate in training to deepen understanding of trauma-informed care.
- Help build a supportive, inclusive, and respectful environment.

We seek candidates who embody empathy, adaptability, and a commitment to equity and healing-centered practices.

SUMMARY OF POSITION

The Housing Resource Coordinator ensures youth with a history of foster care have access to safe, stable housing and the resources they need to thrive. Reporting to the Programs Manager, this role involves case management, community engagement, and fostering collaborative relationships to empower youth to achieve independence. This position also plays a key role in advancing THRU Project's mission by innovating and enhancing housing-related programs.

RESPONSIBILITIES

- Provide case management and coordinate services related to housing, education, financial stability, mental health, and well-being.
- Build and maintain relationships with landlords and serve as a liaison for safe, affordable, and permanent housing opportunities.
- Interview and approve new participants for THRU Project housing programs and assist with move-in processes.
- Monitor and support participants to ensure compliance with program requirements, providing guidance as needed.
- Maintain accurate records and ensure timely documentation within 72 hours.
- Stay informed about affordable housing resources and advocate for participant needs within the community.

- Foster strong partnerships with community organizations to enhance service delivery and resource access.
- Maintain confidentiality of youth and volunteers at all times.
- Collaborate with other departments and assist with organization-wide initiatives, including fundraising and special events.
- Plan and execute youth-focused events and workshops to build life skills and community engagement.
- Participate in professional development and continuing education to stay informed about best practices.
- Work occasional evenings or weekends as needed to meet program needs.
- Perform other duties as assigned to support the mission.

REQUIREMENTS

Attitude and Values Alignment

- Uphold our organizational values of fortitude, accountability, innovation, inclusion and respect.
- Exhibit passion for THRU Project's mission and values.
- Demonstrate a commitment to diversity, equity, and inclusion, ensuring all individuals feel valued and respected.
- Show compassion and understanding of trauma when working with program participants.
- Collaborate effectively as part of a dynamic team.
- Think strategically and proactively to enhance programs.
- Maintain exceptional organizational skills and attention to detail.
- Communicate effectively through excellent written and verbal skills.
- Plan and execute events while cultivating relationships.
- Utilize proficiency in basic computer skills (e.g., Word, Excel) and social media platforms.
- Ability to thrive as part of a collaborative team.

Education and Experience

- Hold a bachelor's degree, and a minimum of 1 year experience working within the child welfare system.

COMPENSATION AND BENEFITS

- This is a full-time/exempt, salaried position for 40 hours per week. Starting salary is up to \$50,000 annually to increase after one year of demonstrated success.
- Flexible, hybrid work environment
- Benefits include medical, dental, vision, and life insurance, 120 hours of vacation, 56 hours of sick leave, 16 paid holidays, a 401(k) option and multiple opportunities for professional development.

Please send your cover letter and resume to chris@thruproject.org.

THRU Project is an Equal Opportunity Employer.