



Collaborative Solutions, Inc. is seeking applicants for the following position.

Project Specialist for HIV/AIDS Housing Data Verification and Analysis Project

Collaborative Solutions, Inc. (CSI) is seeking applicants for the position of Project Specialist to manage and oversee the HIV/AIDS Housing Data Verification and Analysis Project associated under contract with the Office of HIV/AIDS Housing at the U.S. Department of Housing and Urban Development (HUD) in Washington D.C. The project specialist will oversee all facets of the implementation of this two-year contract. The project supports data collection, analysis, and evaluation of performance measures of HUD's Housing Opportunities for Persons with AIDS (HOPWA) program.

The project specialist will also perform other administrative functions of CSI to support the mission, goals, objectives, and policies established by the Board of Directors. The project manager reports to the Executive Director. Some travel may be required.

Qualified applicants must have:

Education Requirements

Masters of Social Work or Master's in a related human service, or at least 5 years experience related to project management/oversight/supervision; demonstrated skills in research, evaluation, data management, project management, and supervision. Experience with housing, homeless prevention federal contracts, and/or HIV/AIDS is strongly encouraged.

Position Requirements

- Able to work onsite at HUD headquarters in Washington D.C.
- Experience working in nonprofit programming, federal grant or contract administration, and program management
- Ability and willingness to work across organizations and among several federal offices
- Personnel supervision
- Strong organizational skills and follow through; ability to take direction and work with other staff
- Proficient with Microsoft Office programs (including Word, Excel, PowerPoint and Access); proficiency with SPSS a plus
- Experience with data collection and analysis
- Strong analytical skills
- Commitment to agency mission, program goals, and deadlines
- Strong communication skills both written and verbal. Able to read, speak and comprehend English.
- An ability and comfort in providing technical assistance consultations with individuals and organizations.
- Able to provide recommendations based on data analysis and their application to meeting program goals
- Person must be able to climb stairs and lift 30 pounds.
- Comply with the CSI Personnel Policies as written.

This is a contract position and is based in Washington, DC. Although applications will be accepted until the position is filled, it is requested that applications be submitted no later than **Tuesday, August 24, 2010**. CSI is an equal opportunity, affirmative action employer.

Send cover letter with salary requirement, resume, and two writing samples to Rusty Bennett, Executive Director, Collaborative Solutions, Inc. P.O. Box 130159, Birmingham, AL 35213 or via email at rusty@collaborative-solutions.net. For more information, visit <http://www.collaborative-solutions.net>.