

POSITION DESCRIPTION

Job Title:	Associate I
Department/Business Line:	Homelessness Solutions Team
Works with:	Homelessness Solutions Team Lead, Homelessness Solutions Team Members
Reports to:	Homelessness Solutions Team Supervisor
FLSA¹ Status:	Exempt
Updated as of:	January 2022

Firm Overview

LDC is a social innovation firm that assists our clients with growing healthy, sustainable, and vibrant communities. Our mission is to end the housing affordability crisis and homelessness in California and beyond. We provide creative solutions to complex problems with our expertise in housing, homelessness, resiliency, and community and economic development. Our clients include public agencies, nonprofit organizations, foundations, utilities, business associations, and other stakeholders looking to create physically and economically sustainable communities.

Position Summary

This position will support the Homelessness Solutions Team in its efforts to develop and execute meaningful, actionable initiatives nationally to solve the homelessness crisis. With direction from the team supervisor and/or Team Lead, this position is responsible for assisting with the development, implementation, and ongoing management of client initiatives and projects, specifically focused on financial transactions, data analysis, report generation, and project coordination.

This role supports systems change work in homelessness systems of care, policy and program development and evaluation, and development and implementation of cross-sector innovations.

LeSar Development Consultants (LDC) is headquartered in San Diego and has staff located statewide and nationally. This position will work remotely for the foreseeable future.

Essential Duties and Responsibilities

- Manage secure transactions of client funds; collect payee information for payment processing, including but not limited to demographics, contact information, housing, and health status
- Maintain accurate records of all transactions
- Collect and maintain accurate client encounter data, including quantitative and qualitative components
- Ensure that transaction records are properly maintained and correctly uploaded into client dashboards consistent with client schedule
- Regularly generate, review, and distribute transaction and encounter data reports at organizational, regional market, and national levels
- Assist in implementing and maintaining policies, programs, practices, and tools as part of client projects
- Maintain ongoing communications with internal team members, clients, and external stakeholders as appropriate to fulfill contractual obligations within budget and schedule constraints
- Monitor privacy and security protocols related to personally identifiable information and personal health information within client project activities and follow correct protocols to resolve any concerns with supervisor

¹ Fair Labor Standards Act

- Provide support for monthly reporting and ad-hoc analysis as requested
- Represent the firm in a professional manner externally and internally
- Maintain systems for monitoring progress on projects, individually and at the team level, as directed
- Attend regular all-staff and team meetings as required
- Perform other duties as assigned

Required Qualifications

- Knowledge of QuickBooks Online or other accounting software
- MS Excel proficiency required, MS Access experience a plus
- Knowledge of general technology applications and specific applications including Microsoft Outlook, Teams and/or Zoom, Word, and PowerPoint applications.
- Data analysis experience, particularly for homelessness-related policy and program evaluations, as well as the ability to create meaningful infographics and write clearly and concisely about findings
- High degree of accuracy and attention to detail
- Ability to handle sensitive information in a professional and confidential manner
- Principles and practices of business communication and correct use of the English language including spelling, grammar, and punctuation as well as:
 - Clear, concise, comprehensive, and effective written communication in the form of emails, memos, reports, etc.
 - Efficient communication skills and must be able to collaborate with other teams and organizations
- Ability to organize work, set priorities, and exercise sound judgment within areas of responsibility
- Ability to remain calm and effective while working under pressure to meet multiple deadlines and short time constraints

Education/Experience: Bachelor's degree with major coursework in finance, business, public policy, social work, or related concentration from an accredited college or university required. One to two years of experience in finance, accounting, and/or grants management.

Physical Demands: While performing the duties of this position, the employee is regularly required to sit, use hands, use a laptop computer, communicate via telephone/video, reach with hands and arms, and in a post-COVID-19 environment to travel on public or private transportation as needed. Reasonable accommodations may be made to enable individuals with physical disabilities to perform the essential functions.

Compensation and Benefits

- Associate Level 1 salary ranging from \$55,000-\$66,000 annually depending on qualifications
- Participation in firm's medical, dental, vision, long-term disability, and life insurance plans with firm contributions of up to \$500 per month
- Participation in the firm's 401(k) plan, with firm contributions of 3% of your compensation per plan year (subject to vesting requirements)
- Reimbursement of up to \$100 per month for cell phone and/or home office Internet expenses and up to \$25 per month for home office supplies
- 11 paid holidays per year
- Paid time off equivalent to 15 days per year

Application Process

Submit the following materials* to careers@lesardevelopment.com.

- 1) Cover letter indicating:
 - Interest in the position
 - Relevant skills and experience
 - Available start date
- 2) Resume
- 3) 2-3 professional or academic references

**LeSar Development Consultants reserves the right to not review applications that are not submitted in accordance with these application instructions.*

LDC is an equal opportunity employer. Employment decisions are based on needs, job requirements, and individual qualifications without regard to race, ethnicity, religious belief, national origin, gender identity and/or expression, age, disability status, medical history, sexual orientation, marital or family status, past or present military service, or any other status protected by the laws or regulations in the State of California. LDC is also committed to affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities that we serve.