



## **JOB ANNOUNCEMENT**

**JOB TITLE:** Contract Support Specialist  
**JOB TYPE:** Full-Time, At-Will, Salaried Position  
**SALARY:** \$45,000-\$55,000

### **POSITION SUMMARY:**

The Contract Support Specialist is primarily responsible for providing administrative support to The Community Partnership for the Prevention of Homelessness' (TCP) Contracting and Procurement Team. In so doing, the Contract Support Specialist will assist TCP's Contracting and Procurement Team with work related to the implementation, administration and contract compliance of homeless services programs operating in the District of Columbia within TCP's programmatic portfolio.

### **ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:**

- Assist Program Officers with tracking and filing contract deliverables.
- Assist Program Officers with completing contract close-out documents.
- Provide administrative support to Deputy Chief of Contracting and Procurement with subcontractor monitoring activities.
- Collect, review and manage various reports as provided for contract compliance.
- Prepare monthly reports regarding subcontractor compliance for review by the Deputy Chief of Contracting and Procurement and Chief of Contracting and Procurement.
- Provide administrative support with requests for proposals (RFP) released by TCP.
- Provide general administrative support to Deputy Chief of Contracting and Procurement and Chief of Contracting and Procurement.
- Manage contact records for internal and external use.
- Serve as representative for agency to Department of Employment Service (DOES) for First Source Compliance.
- Maintains internal reports of subcontractor compliance.
- Other special projects and duties as assigned.
- Other duties assigned as deemed appropriate

### **QUALIFICATION/ REQUIREMENTS:**

The requirements listed below are representative of the knowledge, skill and/or ability required, though persons who feel they meet some but not all criteria are encouraged to apply.

### **EDUCATION/QUALIFICATIONS**

- Bachelor's degree or equivalent combination of education and experience.

- Bilingual in English and Spanish a plus

### **REQUIRED SKILLS AND ABILITIES**

- Advanced computer literacy and expertise with software use in a typical office environment, including MS Word, MS Excel, and MS PowerPoint.
- Excellent communication skills, to include the ability to communicate clearly in writing and verbally to a wide range of audiences (consumers, front line staff, program representatives, agency directors, etc.).
- High level of attention to detail.
- Outstanding organizational skills and ability to effectively prioritize and manage multiple tasks at the same time.
- Ability to conduct self-directed work and/or function as a part of a team.

### **APPLICATION PROCESS**

- Email a cover letter and resume to Candyce Coates ([ccoates@community-partnership.org](mailto:ccoates@community-partnership.org)) with Contract Support Specialist in the subject line.
- Your response to this job announcement may be considered for other similar available positions within The Community Partnership.
- No phone calls.

*The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or applicants for employment. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.*

*If you have any questions about our company policies or your rights as an applicant or require a reasonable accommodation, please contact our Office of the General Counsel at 202.543.5298 (ext. 307)*