

**HELP USA**



Building Better Lives

### **About Help USA**

HELP USA is one of the nation's largest homeless service providers and low-income housing developers serving at-risk populations including families, veterans, and survivors of domestic violence. With an annual operating budget in excess of \$100m, HELP USA currently serves 25,000 people per year in 52 programs and residences across five states. HELP provides 3,500 units of permanent and transitional housing as part of its 30-year commitment to families and individuals in need of safe, stable homes.

### **Chief Operating Officer/Chief Administrative Officer**

HELP is currently seeking an experienced COO/CAO to oversee the administrative functions of the entire organization. The COO/CAO will report directly to the CEO and work with senior management to create and integrate systems that will allow the organization to function at the highest level. The COO/CAO will also be at the helm of a company-wide effort to create a more efficient, supportive, and performance-based culture. The COO/CAO will head a department that includes Human Resources, Management Development and Training, Information Technology, Legal Affairs, and Internal Audit.

Candidates should have experience working with a broad spectrum of employees, and demonstrated expertise at creating and managing business processes. Seven to ten years experience in a non-profit or for-profit setting required. Must have management experience and a bachelors degree in a related field (masters preferred).

The COO/CAO will be based at our new Central office in the Union Square area in Manhattan. If you would like to be considered for this position, please submit all of the following documents via email to [jobs@helpusa.org](mailto:jobs@helpusa.org):

- Cover Letter
- Resume
- Salary Requirements

Please submit attachments as Word doc or PDF files.