



Title: Youth Homeless Demonstration Program Coordinator
Organization: Polk County Continuum of Care

The City of Des Moines was recently awarded a grant from the Department of Housing and Urban Development to prevent and end youth homelessness for youth under age 25. The Polk County Continuum of Care Board is seeking a Project Coordinator to guide the implementation of the Youth Homelessness Demonstration Program (YHDP) in Polk County. The Project Coordinator role is a full-time, 18-month position with the possibility of extending to a permanent position.

The Project Coordinator will be responsible for engaging key stakeholders and managing the CoC's process of developing and implementing a Coordinated Community Plan (CCP) to Prevent and End Youth Homelessness in the county. As priorities emerge, the Youth Coordinator will also manage the community process to select projects that will be funded with the HUD YHDP grant resources and to secure other funding to meet gaps. The county's work on youth homelessness will be inclusive and in partnership with youth; thus, a key part of the Youth Coordinator's role will be to continue supporting the work of, and partnering with, the Youth Action Board. Collaboration with other system partners, such as those working in child welfare, education, juvenile justice, behavioral health, and culturally specific organizations is essential.

Primary Responsibilities:

- Cultivate and foster strong relationships with key stakeholders including young adults experiencing homelessness, funders, providers, and other community partners and elicit ideas and information needed to improve outcomes in the homeless crisis response system, with special emphasis on addressing the needs of youth and young adults.
- Lead and facilitate both large and small group meetings and discussions to elicit the ideas, thoughts, and perspectives of stakeholders.
- Lead planning and writing of the YHDP Coordinated Community Plan (CCP)
 - Staffing all YHDP workgroups/committees/community events
 - Coordinate meeting preparation, logistics, facilitation (with other YHDP Team members), notetaking, and recordkeeping associated with YHDP committee and community events.
 - Manage communication and information sharing among stakeholders identified by the YHDP Team.
- Support the Youth Action Board (YAB) and its ongoing work, including recruiting members and adult allies from throughout the community. In partnership with Youth Action Board leadership, develop agendas, manage processes for YAB compensation and reimbursements, and support other youth collaboration activities.

- Manage competitive project selection process for YHDP grant funding and other resources secured by the YHDP Team towards implementation of the CCP.
- Proactively support the implementation and coordination of system-wide solutions to youth homelessness, in accordance with the goals, objectives and actions identified in the CCP, including management of a system to track and communicate progress of CCP implementation to diverse stakeholders.
- Work collaboratively with national technical assistance providers.

Qualifications:

This position will require coordination with a variety of stakeholders; so the ability to multi-task and develop quality relationships with people is of utmost importance. Strong Successful candidates will have experience working with young people and/or on issues related to homelessness. Understanding or willing to learn about authentic youth-adult partnership and race equity is strongly preferred.

Required:

- Bachelor's degree from an accredited university in Social Work, Communications, Public Administration, Public Policy, Planning, or related field, or equivalent experience.
- Commitment to improving the housing situation of young people experiencing housing instability, particularly those experiencing or at-imminent risk of homelessness
- Strong project management skills, including the ability to manage multiple projects and deadlines independently
- Strong communication skills, including group facilitation skills, the ability to communicate verbally and in writing with diverse constituencies
- Ability to manage teams and collaborate effectively with young people, diverse constituencies, community-based organizations, and public systems

Preferred:

- Experience working with young people aged 16 – 24.
- Experience or knowledge of homeless services, either through lived experience of homelessness or through professional/community involvement
- Experience managing federal grants
- Experience with systems planning and coordination

Some local travel for meetings and technical assistance will be required

The YHDP Coordinator reports directly to the Continuum of Care Executive Director. This position has a complete salary with benefits. The Polk County Continuum of Care is co-located with the Polk County Housing Trust Fund and offers a flexible work environment.

Please send cover letter and resume by 5:00 p.m. on October 23rd to: aarthur@pchtf.org

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