



# Job Announcement

## BACKGROUND:

The Homeless Alliance of Western New York, Inc. (HAWNY) is the Continuum of Care (CoC) agency for five counties in WNY: Erie, Niagara, Genesee, Orleans, and Wyoming counties. Our mission is to work with community partners to implement best practices, provide data, and develop systems to make the experience of homelessness rare, brief, and non-recurring. We coordinate homeless services among providers and develop systems to better utilize \$15 million in U.S. Department of Housing and Urban Development (HUD) funding per year. Annually, about 30 programs are funded through CoC funds.

**TITLE:** Youth Program Coordinator

**DEPARTMENT:** Continuum of Care (CoC)

**REPORTS TO:** CoC Program Manager

**EMPLOYMENT STATUS:** Full Time

**POSITION SUMMARY:** The Youth Program Coordinator will support the development, implementation, and evaluation of the HUD-funded Youth Homelessness Demonstration Program (YHDP) projects in Erie/Niagara counties and coordinate with community partners around youth services, with a special focus on racial equity and supporting youth with lived experience in the community.

## PRIMARY RESPONSIBILITIES:

- Provide technical assistance, ensure compliance with regulatory requirements, and act as point-of-contact for all areas of the Youth Homelessness Demonstration Program (YHDP) including program implementation, data collection, project specific and system level performance, continuous quality improvement, and training.
- Lead YHDP Lead Team Committee to ensure high impact performance among YHDP projects and facilitate data-driven problem-solving and continuous quality improvement.
- Provide support to the CoC's Youth Action Board, Youth Task Force or other youth related workgroups to achieve the goals set in our Coordinated Community Plan to End Youth Homelessness.
- Assist in obtaining feedback from youth and young adults with lived expertise.
- Support the CoC's youth-specific By Name list to ensure youth are being appropriately referred to provider housing programs.
- Develop and maintain partnerships, especially related to youth, within our community based on shared goals with a focus on improving the homelessness services system.

- Maintain knowledge of McKinney Vento, CoC, ESG, YHDP, HMIS, and other HUD policies, regulatory requirements, and funding opportunities.
- Develop and maintain contact with community groups, service providers, collaborators, area colleges/universities, government agencies, community leaders with lived experience of homelessness, and others as required. Maintain working relationships with other agency programs based on shared goals.
- Coordinate training opportunities for homeless service providers' front-line staff.
- Develop partnerships to improve program success, such as with landlords, affordable housing developers, employment agencies, and youth social groups.
- Any other duties as assigned

## **PREFERRED QUALIFICATIONS:**

The ideal candidate will have these qualities:

- Strong communication and relationship building skills and a passion for ending youth homelessness, with an understanding of the importance of youth leadership and racial equity.
- An ability to be flexible, manage multiple projects concurrently, and adapt to evolving priorities and goals.
- Familiarity with McKinney Vento, CoC, ESG, YHDP, HMIS, and other HUD policies, regulatory requirements, and funding opportunities.
- Lived experience of homelessness.

## **PREFERRED EDUCATION / EXPERIENCE:**

The ideal candidate will have this education and experience:

- Associate's/Bachelor's / BSW / Master's / MSW in social sciences or social work (a combination of education and experience / lived experience will be considered).
- The ideal candidate will have experience problem-solving collaboratively with diverse individuals, facilitating groups, public speaking, and project management.
- Experience with research and data collection is a plus.
- Comfortability with virtual platforms such as Zoom and GotoMeeting and virtual project management platforms such as Slack and Trello.
- Priority given to individuals with lived experience of homelessness.
- A combination of education and experience / lived experience will be considered.

## **ENVIRONMENTAL AND WORKING CONDITIONS:**

- General office environment; no exposures to extreme heat, cold, dust, noise.
- Limited travel is required, mileage reimbursable.

## **COMPENSATION:**

Commensurate with experience. Excellent benefits include health insurance, generous paid time off, 403b plan, hybrid remote/office schedule, and a respectful work-life balance work environment.

## **APPLICATION INSTRUCTIONS:**

Please submit a cover letter, resume, contact information for 3 references, and **salary requirements** by email to Jarrett Steffen, Operations Manager, at [steffen@wnyhomeless.org](mailto:steffen@wnyhomeless.org).

## **NOTICES TO APPLICANTS:**

Homeless Alliance of Western New York, Inc. is an Equal Opportunity Employer (EOE). Please review the [Equal Employment Opportunity \(EEO\) is the Law Poster](#) and the [EEO is the Law Poster Supplement](#).

Homeless Alliance of Western New York, Inc. participates in E-Verify. Please review the [E-Verify Participation Poster](#) and the [Immigrant and Employee Rights \(IER\) Right to Work Poster](#).