



# Youth and Young Adult Policy Coordinator

## King County Regional Homelessness Authority

**Role Title:** Youth and Young Adult Policy Coordinator

**Salary Range:** \$90,000 - \$110,000

*(This position is funded through a philanthropic grant)*

### **Organizational Overview**

The King County Regional Homelessness Authority (RHA) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created by interlocal agreement between the City of Seattle and King County in 2019 the RHA is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the RHA is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches in order to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The RHA is currently in its founding era and is looking for dynamic and skilled leaders at all levels.

### **Team Overview**

Reporting to the Chief Program Officer, the Youth and Young Adult Policy Coordinator will be in the Program and System Performance Division, which is responsible for ensuring high impact, high quality and customer-centered direct service strategy development and deployment. This position will sit on the Program Performance Team and will work closely with the Grants and Community Capacity teams also housed within the Division, and has direct lines of interaction with all offices across the agency, working closely with the Executive Office to ensure direct alignment with the big-picture strategy and goals of the Authority.

### **Role Description**

The Youth and Young Adult Policy Coordinator will play an integral role in ensuring that the redesign of the homeless service system under the King County Regional Homelessness Authority is responsive to the specific and distinct needs of youth and young adults experiencing homelessness. The Youth and Young Adult Policy Coordinator works closely with people experiencing homelessness, the Chief Program Officer, staff from the Program and System Performance Division, other agency staff, and community partners to help answer some of the most pressing questions about how our region is responding to the homelessness crisis. The primary objective of the Youth and Young Adult Policy Coordinator is to center the lived experience of those who have experienced youth and young adult homelessness in the design and implementation of youth and young adult-specific policies and programs while also seeking to ensure that the system as a whole is able to meet the basic needs of our YYA clients.

This position will be responsible for developing and implementing policies and strategies in response to youth and young adult homelessness, carrying out stakeholder engagement with service providers across systems, and working with the Community Impact team to develop metrics to assess the regional response for youth and young adults experiencing homelessness. This role will also be responsible for maintaining an understanding of national best practices and research to inform the development of policy and metrics specific to youth and young adults.

The Youth and Young Adult Policy Coordinator will ultimately be accountable to the CEO and people experiencing homelessness and will be held to the processes that clients of the RHA's services, community groups, and frontline staff establish to ensure that accountability.

### ***Accountabilities:***

#### **Stakeholder Engagement (50%)**

- Coordinate and facilitate opportunities for engagement for youth and young adults experiencing homelessness, providers, and existing work groups
- Work with the Subregional Planning team to engage stakeholders across King County on the needs of and the existing resources for youth and young adults experiencing homelessness
- Drive continuous improvement and design efforts for projects of oversight
- Attend relevant meetings with community-based organizations, government agencies and partners to support informed design, resource building and resource sharing
- Actively build relationships with innovators across the sector/across sectors to support driving creative innovation and change within workstreams of oversight
- Work with private sector funders and stakeholders to develop proposals.

#### **Project Management and Continuous Improvement (35%)**

- Support the Chief Program Officer, Chief of Community Impact, and Program Performance Managers in the development and design of strategy for performance management and impact related projects
- Develop a work plan to ensure clear identification of objectives and fiscal resource need
- Support the Chief Program Officer in ensuring that team capacity is aligned to project based needs to promote the execution of short term and long term goals
- Support the development, implementation and assessment of programs designed to address the needs of youth and young adults experiencing homelessness.
- Monitor and track progress against YYA specific goals for the system in collaboration with the Community Impact Division

### **Policy Development and Assessment (15%)**

- Work with the Intergovernmental Affairs Manager and local, state, and federal partners to inform and develop policies that will impact response policy and funding to address youth and young adult homelessness
- Work across departments to ensure that youth and young adult specific approaches are integrated into agency initiatives and policy proposals.

### **Minimum Requirements**

- Fluency in equity and racial justice concepts and language, ability to understand privilege and power, and willingness to bring an equity impact analysis to life in the context of their tasks
- 2+ years of experience working with youth and young adults
- 3-5+ years of related work experience in the government, non-profit or related field
- 2+ years of experience as a project manager
- A track record of success of leadership of teams
- Proficiency/comfort using technology and data, including Microsoft Office Suite

### **Additional Requirements**

- Ability to travel around the region to meet with young adults experiencing homelessness and other stakeholders
- Experience working across government agencies and related structures/governing bodies
- A track record of success in operations and stakeholder engagement
- Experience designing and operating programs or projects and conducting data-driven continuous improvement processes
- Superior oral and written communication skills
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- A high level of customer service orientation and attention to detail
- Ability to provide and accept feedback

- Strong attention to detail, accuracy, timeliness

## **VACCINATION MANDATE**

RHA is subject to the King County requirement that all county contractors and volunteers working onsite (Workers) at Executive branch agencies (Agency/Agencies) be fully vaccinated against COVID-19.

If you are the successful candidate for a position, RHA will send you a conditional offer letter. As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

## **EEO STATEMENT**

The Regional Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, the Regional Authority will provide reasonable accommodations for qualified individuals with disabilities.