



## **Youth and Young Adult Program Specialist**

**Role Title:** Youth and Young Adult Program Specialist

**Salary Range:** \$75,000 - \$85,000

**Location + Hours:** 50% In Office, 40 hours/week

**Classification:** Full-time, Non-exempt. Grant funded position until December 2024.

### **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 Deputy Chief Program Officer, the Youth and Young Adult Program Specialist will be in the Programs division. This position has direct lines of interaction with all offices across the agency, working closely with the Sub-Regional Planning team to ensure direct alignment with the big-picture strategy and goals of the Authority.

### **Role Description**

The Youth and Young Adult Program Specialist 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 by centering the voices of those with lived experience of youth and young adult homelessness.

The Youth and Young Adult Program Specialist works with people experiencing homelessness across all of the agency's divisions and community partners to help answer some of the most pressing questions about how our region is responding to the homelessness crisis.

This position is responsible for developing and implementing policies and strategies in response to youth and young adult homelessness across King County and will participate in various convenings with organizations that serve youth and young adults experiencing homelessness. The Youth and Young Adult Program Specialist's primary responsibility is to coordinate all logistics and resources for the Youth Action Board (YAB)—including applicable requirements for state and federal funding opportunities and Continuum of Care responsibilities. The Youth and Young Adult Program Specialist acts as a liaison between the YAB and King County's CoC Governing Board (Advisory Committee) and will provide administrative support for the Advisory Committee. Additionally, this position will and oversee a portfolio of programs that serve youth and young adults experiencing homelessness.

The Youth and Young Adult Program Specialist 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.

### **Planning and Systems Change (60%)**

- Coordinate all logistics and resources for the Youth Action Board, including reviewing timesheets, approving payments for YAB members, organizing trainings provided by internal and external partners to inform YAB members of their roles and responsibilities
- Facilitate the Youth Action Board meetings and ongoing activities for engagement for youth and young adults experiencing homelessness
- Oversee the Youth Action Board's participation in the development of the King County Youth and Young Adult (YYA) By Name List (BNL), including providing context and background for YAB members to meaningfully engage in the design of the YYA BNL.
- Ensure that the Youth Action Board elects one member to represent the YAB on the CoC Governing Board (Advisory Committee).
- Support the Youth Action Board in fulfilling the requirements of the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care portfolio, including:
  - Review funding applications and appeals from Youth Homelessness Demonstration Program (YHDP) applications;
  - Participate in HUD's annual Notice of Funding Opportunity (NOFO) competition in collaboration with KCRHA staff and the CoC Governing Board to ensure the successful completion of letters of support from the YAB; and
  - Maintain regular and inclusive communication with King County Regional Homelessness Authority and the CoC, facilitating the exchange of pertinent information.
- This position will also provide administrative support for the CoC Governing Board (Advisory Committee) including organizing meeting agenda's, documenting meeting notes, collaborating with the Communications team at KCRHA to post all collateral on the agency's website.
- This position will provide programmatic oversight for the programs funded through the Youth Homelessness Demonstration Program and other programs for youth and young adults experiencing homelessness.

### **Stakeholder Engagement (20%)**

- Work with the Sub-Regional Planning team to engage stakeholders across King County on the needs of and the existing resources for youth and young adults experiencing homelessness

- Regularly engage with provider leadership and frontline staff from YYA service provider agencies.
- 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 (20%)**

- Support carrying out the outlined activities identified in the Five-Year Plan to support Youth and Young Adults
- Support the development, implementation and assessment of programs designed to address the needs of youth and young adults experiencing homelessness.

#### 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 in government, non-profit or related field, with a track record of success in project management, and a preference for regional or statewide experience
- A track record of success in cross-team and/or multi-stakeholder collaboration
- Strong organization, written and oral communications skills
- Proficiency using technology and data, including Microsoft Office Suite

#### Additional Requirements

- Ability to travel within the region
- Project management experience, a plus
- Budget management experience, a plus
- 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
- Ability to work in and across several communication platforms, including social networks and cloud- based systems
- Strong attention to detail, accuracy, timeliness

## **BENEFITS**

Unlimited vacation, subject to manager approval, 96 hours of paid sick and safe, 12 official holidays and 2 personal holidays, medical, dental, and vision benefits, a pension plan and Deferred Compensation Plan to eligible employees, life insurance and LTD.

## **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.