



## **Youth and Young Adult Policy Coordinator**

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

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

**Location + Hours:** 10% 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 Director of Sub-Regional Planning, the Youth and Young Adult Policy Coordinator will be in the Office of the CEO. This position 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 by centering the voices of those with lived experience of youth and young adult homelessness.

The Youth and Young Adult Policy Coordinator 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, 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 position is also the first point of contact for pressing issues related to youth and young adult homelessness which will require an understanding of national best practices and for addressing youth and young adult homelessness. Finally, this position is responsible for supporting the Youth Action Board (including state and federal funding opportunities and continuum of care responsibilities). 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.

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

- 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
- 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 (30%)**

- Support 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 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.
- Monitor and track progress against YYA specific goals for the system in collaboration with the Community Impact Division

### **Policy Development and Assessment (20%)**

- 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.

### **Planning and Systems Change (30%)**

- Coordinate and facilitate the Youth Action Board meetings and ongoing activities for engagement for youth and young adults experiencing homelessness

- Support the Youth Action Board with their participation in the development of the King County Youth and Young Adult (YYA) By Name List (BNL), including the co-creation of an evaluative scorecard for tracking progress in reducing and ending homelessness among youth and young adults.
- 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 Continuum of Care, including:
  - Review funding applications and appeals from Youth Homelessness Demonstration Program (YHDP) applications;
  - Participant in HUD's annual Notice of Funding Opportunity (NOFO) competition in collaboration with KCRHA staff and the CoC 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 (KCRHA) and the CoC, facilitating the exchange of pertinent information.

#### 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

**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.