



Hudson River Housing improves lives and communities through housing with compassion and development with vision. We are dedicated to building strong, sustainable communities by developing and preserving quality affordable housing and helping families and individuals obtain and maintain housing through education, advocacy and support services.

We are a committed group of people from all backgrounds who care deeply about our community and want to make it a better place.

Position: Youth Homelessness Demonstration Program (YHDP) Coordinator

General Description:

The YHDP Coordinator will be the lead staff member for the Dutchess County/ Hudson River Housing Youth Homelessness Demonstration Program (YHDP). The YHDP Coordinator will directly support the implementation and success of the Youth Homelessness Demonstration Program Grant to design and implement a county-wide plan to end youth homelessness in Dutchess County, NY. Through the facilitation of meetings and trainings, education of youth and community members about best practices in authentic engagement, and collaboration with consultants, community partners, and other stakeholders, this position will advocate for the needs of youth and young adults experiencing homelessness. The YHDP Coordinator will work independently and exercise initiative to accomplish tasks without continuous supervision.

Principal Duties:

- Manages various youth-collaborative projects and facilitates meetings including the Youth Action Board (YAB) and the Dutchess County CoC YHDP Sub-Committee.
- Identifies and leverages youth members' strengths and identified goals as part of meeting planning and structure of youth collaboration.
- Implements strategies as it relates to program sustainability, youth engagement, and YAB recruitment.
- Responds in a professional and timely manner to all correspondences with HUD representatives, YAB members, program consultants and contractors, and community representatives.
- Oversees work of consultants and youth participants including budget and compensation tasks.
- Helps with the research and development of the Coordinated Community Plan.
- Participates and presents at county-wide meetings and projects as it relates to YHDP.
- Cultivates and maintains strategic partnerships with national, state, and local organizations to support key Agency goals as they pertain to youth collaboration.
- Maintains deadline and reporting schedule in GrantHUB systems.

- Organizes and submits weekly schedules of activities and tasks to supervisor.
- Assists with details related to program monitoring requirements (scheduling visits, preparing monitoring materials, interacting with program staff, etc.).
- Prepares agency Memoranda of Agreement (MOU's), as well as collecting/compiling attachments such as Letters of Support as it pertains to YHDP.
- Draft Requests for Proposals (RFPs) in collaboration with the YHDP Consultant that align with approved CCP.
- Facilitate grant review and scoring process with YAB and YHDP CoC Sub-Committee established to rank the applications received.
- Participates in grant administrative duties as it relates to the YHDP such as developing grant award announcements and materials.
- Willingness to learn and work with Homeless Management Information System (HMIS) and to research data/prepare reports based on client information.
- Provides general assistance with compiling and analyzing program data to ensure its accuracy and monitor progress toward projected program outcomes required by funders.
- Promotes the Agency's commitment and innovative practices with youth collaboration by presenting at national, state, and local conferences.
- Transports or facilitate transportation of youth members to meetings and events, as needed.
- Ability to work closely with other agency departments (Support Services, Finance, Community Building and Engagement, Real Estate Development, Property Management, and Home Ownership) to understand priorities and engage other staff as needed to accomplish tasks.
- Other duties as assigned.

Qualifications:

Experience: Two to three years of relevant experience working with youth who have experienced homelessness or housing instability with at least one year of supervisory experience. Program management, grant/contract development experience preferred. Ability to demonstrate writing skills through provision of writing samples.

Education: BA/BS required or equivalent combination of education, training, and experience. Local knowledge of relevant youth agencies and organizations preferred.

Licensing/Certification Requirements: Valid driver's license.

Other: We are looking for someone with a deep passion for youth services, imaginative, strategic, an expert of time management, self-motivator, detail-oriented, and of course deadline driven. Superior writing and organizational skills are expected with a knowledge of data systems, administrative duties, and budgeting required; willingness to learn important. Must be adaptable to a high-pressure environment. Schedule generally is from Monday-Friday, 8:30 am-4:30 pm with occasional after-hours required. Strong communication skills, ability to work both independently and as a member of a team,

foresight, planning, flexibility and ability to multitask, and proficiency in Microsoft applications (especially Word, PowerPoint, and Excel) and Adobe Suites. Above-average typing speed is preferred.

Salary: \$20 - \$25.00 per hour, commensurate with experience

Location: City of Poughkeepsie, NY

Immediate Supervisor: Support Services Grant Assistant

How to apply: To apply for this role, please email humanresources@hudsonriverhousing.org with 'Youth Homelessness Demonstration Program (YHDP) Coordinator' as the email subject.

Equity is a core value at Hudson River Housing. We believe in promoting a culture that decenters bias, celebrates difference, enhances equitable communication, and nurtures relationship building.

It is important to us that community members have access to stable means of economic growth. We are continually committed to hiring from within our community including applicants with lived experience that can inform and strengthen our work.

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.