



Also known as, *Empire State Coalition*

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**Job Title:** Program Manager

**Program:** Homeless Youth Peer Navigation Pilot Program

**Location:** Remote & Flatbush, Brooklyn

**Status:** Full Time, Exempt

**Salary:** Dependent on qualifications

**Hour(s) a Week:** 35 for 1-year

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### **General Description:**

The Coalition for Homeless Youth (CHY), also known as the Empire State Coalition for Youth and Family Services, is seeking a Program Manager to develop and oversee our Homeless Youth Peer Navigation Pilot Program in New York City. The Program Manager, under the supervision of the Executive Director, will develop and oversee 10-month fellowship program pilot for youth with the lived experience of homelessness, which is funded by the New York City Youth and Family Homelessness Fund through the New York Community Trust. The ideal candidate will have a strong knowledge of the New York City youth homelessness systems, experience in curriculum development and group facilitation, and a proven ability to manage multiple commitments combining attention to detail with productivity. The funding for this position is part of a 1-year pilot program.

The Coalition for Homeless Youth, has exclusively led the advocacy efforts in New York State regarding runaway and homeless youth (RHY) for the past 43 years. Based in New York City, with board membership spanning counties statewide, CHY represents the needs of 67 RHY-serving agencies. Our mission is focused on ensuring we are advocating for the needs of the larger RHY population.

### **Responsibilities:**

Overall Duty: To carry out the mission and goals of the Coalition for Homeless Youth by enhancing the system of services for runaway, homeless and street-involved youth through advocacy, training and empowering collaboration of member services.

#### Job Responsibilities:

The Program Manager reports to the Executive Director and is responsible for the following:

- Develop a 10-month Pilot Peer Navigation Program for youth with the lived experience of homelessness, this includes:



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- Creating a curriculum for, and identifying “expert” consultants for a 12-day intensive, skill based orientation training;
- Establish MOU’s with the NYC based Runaway and Homeless Youth Drop-in Centers that will host Peer Navigators for a 6-month placement.
- Conduct outreach, marketing, and recruitment for course, including presentations at partner organizations
- Oversee the navigator application process---manage the review of applications; coordinate and participate in the interview and selection processes
- Manage the collection and tracking of pertinent data: enrollment, attendance, and demographics; prepare feedback forms for navigators and compile/analyze input
- Develop relationships with navigators through regular check-ins; provide guidance and support to help navigators excel in the program
- Manage the fiscal reporting for the program, including approving timesheets and facilitating navigator payments
- Other duties as assigned

### **Qualifications:**

- Minimum of 3 years’ experience working with youth experiencing homelessness, and at least 2 years of group facilitation and curriculum development experience;
- Comprehensive knowledge of homeless and runaway youth issues;
- Knowledge of homeless and runaway youth service agencies;
- Experience in grants management including fiscal accountability;
- A track record of skillful program development, implementation and management;
- Strong oral and written communication skills and ability to produce polished work products;
- Ability to prioritize work accurately and independently;
- High level of diplomacy and professionalism as evidenced by demonstrated commitment to building; and maintaining strong working relationships among diverse stakeholders;
- Knowledge of Spanish helpful;
- Relevant life experience preferred

**Please send a resume and writing sample to [jamie@nychy.org](mailto:jamie@nychy.org).  
Materials will be accepted through close of business 5/14/21.**