



COHHIO has an opening for a **Youth Housing Initiative Specialist**. [COHHIO's Youth Housing Initiative](#) seeks to reduce the barriers that prevent Ohio's youth and young adults, experiencing homeless, from gaining access to housing, services and stability through furthering advocacy, training and education in order to put an end to youth homelessness across our state. The program also aims to provide youth at-risk of or experiencing homelessness with tools and information to assist them as they navigate systems and communities for supports and services. This position is full time and will work under the direction of the Youth Housing Initiative Director in order to implement the goals of this program.

Purpose: Assist in the planning, implementation, and evaluation of COHHIO's grant program with the Ohio Department of Education to help educators and school staff identify, understand, and support students and families at-risk of or experiencing homelessness in Ohio.

Qualifications:

- Ability to work effectively with community-based organizations and diverse constituencies
- Strong organizational, communication, and written skills
- Computer literacy
- Critical and strategic thinking skills
- Demonstrated ability and experience in collaboration with other professional staff
- Ability to work independently and as part of a team
- Detail-oriented and ability to multitask while managing time well
- Proven ability in both written and oral communication required
- Experience in working with youth and diverse populations required
- Knowledge of homeless and educational services strongly preferred
- Must maintain a high degree of organization, accuracy, integrity, and confidentiality in the performance of job duties
- A minimum of three to five years' experience required
- Bachelor's degree or equivalent required

Primary Responsibilities:

Plan, organize, and evaluate program activities as outlined in contract deliverables.

Activities include:

- Coordinate and participate in planning meetings with the Ohio Department of Education and local school based homeless coordinators
 - Complete needs assessments and analyze assessment data
 - Develop comprehensive timelines, work plans and reports
 - Leverage and build key stakeholder relationships to further project development & collaboration including youth experts with lived experience
- Provide high quality technical assistance and training related to:
 - Best practices for supporting vulnerable and diverse students and families experiencing or at-risk of homelessness



- Appropriate use of funding resources to meet the needs of students and families efficiently and effectively
- Provide continuous statewide support to local homeless liaisons by:
 - Distributing high quality materials and communicating vetted resources
 - Organizing, planning and convening an on-going community of practice style learning, using dynamic virtual tools, on various topics and content related to supporting education for youth experiencing or at-risk of homelessness
 - Provide remote targeted technical assistance and support to the Ohio Department of Education and sub-grantees in Ohio
 - Explore the development of various virtual and in person learning opportunities for school personnel centered around homelessness and housing of students and their families
- Conduct grant evaluations and generate yearly reports
- Stay knowledgeable of community services, programs, and available resources
- Other duties as assigned

Competitive salary based on experience with generous benefits package.

COHHIO is committed to cultivating and preserving a culture of equity and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our reputation and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring. COHHIO especially welcomes applications from individuals with lived experience related to our mission.”

Applying for this position

1. Sent via email to lisabrooks@cohhio.org
2. Subject line should read: Youth Initiative Position
3. Attach both resume and cover letter in PDF format
4. *Applications received not following above instructions will not be considered*

COHHIO will acknowledge receipt of your submission.

COHHIO will accept applications until the position is filled.