Job Title: Advocacy Coordinator
Report To: Executive Director
Location: Flatbush, Brooklyn
Status: Full Time, Exempt
Salary: $55,000- $60,000 dependent on experience
Hour(s) a Week: 35
Date Posted: December 1, 2021

The Coalition for Homeless Youth (CHY) has exclusively led the advocacy efforts in New York State regarding runaway and homeless youth (RHY) for over 40 years. Based in New York City, with board membership spanning counties statewide, CHY represents the voices of over 60 agencies that support youth experiencing homelessness in various capacities.

Our mission is to use our collective voice to promote the safety, health and future of runaway, homeless and street-involved youth in New York State.

General Description:
The Coalition for Homeless Youth (CHY), also known as the Empire State Coalition for Youth and Family Services, is seeking an Advocacy Coordinator to support and lead our New York City-focused advocacy efforts. The Advocacy Coordinator, under the supervision of the Executive Director, will work with our NYC-based membership to identify issues and needs related to youth experiencing homelessness and the programs that serve them and develop advocacy strategies to address them.

The ideal candidate will have a strong knowledge of the New York City youth homelessness systems and preexisting relationships with cross-sector stakeholders, experience with advocacy and coalition building, and a proven ability to manage multiple commitments combining attention to detail with productivity.

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 Advocacy Coordinator reports to the Executive Director and is responsible for the following:

- Co-facilitate monthly NYC CHY Membership meetings
- Work with the NYC membership to create policy platforms, budget and legislative priorities
- Develop campaigns and other advocacy events, including in-person, virtual and social media-based
- Act as a liaison between the NYC DYCD funded providers and DYCD staff
- Develop processes to ensure that CHY priorities are informed by youth with the lived experience of homelessness
- Act as CHY’s proxy on the New York City Continuum of Care Steering Committee
Support the Executive Director with statewide advocacy as needed
- Supervise the CHY Advocacy Fellow
- Collect data to support CHY advocacy initiatives
- Draft and present testimony at City Council Hearings
- Establish relationships with relevant staff in the new NYC Mayoral Administration and with City Council members
- Leverage the press as needed to support advocacy initiatives
- Other duties as assigned

Qualifications:
- Minimum of 2 years of advocacy and/or community organizing experience
- Personal lived experience in youth homelessness or housing instability preferred
- Experience in meeting facilitation and campaign building
- Comprehensive knowledge of homeless and runaway youth issues
- Strong problem-solving and conflict resolution skills
- Effective multitasking and time management skills
- Ability to interact with various stakeholders using a diplomatic approach
- Ability to establish liaisons and interact with private and public agencies
- Ability to work some evening hours and periodic weekends
- Proficiency in Microsoft Word, PowerPoint, Outlook and Excel
- Proficiency in social media platforms
- Ability to travel both locally and out of state for meetings, advocacy events and professional development opportunities
- Strong oral and written communication skills and ability to produce polished work products
- Ability to prioritize work accurately and independently
- Knowledge of Spanish helpful

The Coalition for Homeless Youth is an Equal Opportunity Employer. We strongly encourage people with lived experiences of homelessness, people of color, people of diverse gender identities, and women, to apply. There is no college degree requirement for this position.

The Coalition for Homeless Youth requires all full-time, part-time and temporary staff to be fully vaccinated for COVID-19, regardless of whether or not their work is conducted remote or in-person, unless they qualify for an exemption as allowed by the New York City Department of Health. As such, prospective new hires will be required to provide proof of vaccination or be willing to receive the COVID-19 vaccination by date of hire to be considered.

Please submit a one-page cover letter and resume to info@nychy.org with “Advocacy Coordinator” as the subject. In your cover letter, please highlight in particular why you would like to work at the Coalition for Homeless Youth.