

## Program Analyst - Youth Specialist JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

The Program Analyst -Youth Specialist is responsible for supporting the Youth Homelessness Demonstration Program and developing youth-centered strategies for the Sacramento Continuum of Care (CoC) and SSF, which manages the CoC. This position reports to the Chief Planning Officer.

SSF embraces technology to develop ongoing efficiencies. Currently, the office is a hybrid operation. This position will require you to report to the office periodically.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Works closely with the Youth Action Board, supporting a process where youth choice and voice is at the center of all decisions made locally that impact youth programs.
- Develops close working relationships with youth serving organizations, stakeholders, and program participants.
- Conducts professional level research and analysis on model-programs, new and emerging practices, and best practices to ensure SSF is implementing and supporting effective programs and services.
- Creates various tracking tools and documents to support the Youth Homelessness Demonstration Program and other youth-related services.
- Develops evaluation metrics for the Youth Homelessness Demonstration Program and other youth related services.
- Prepares a variety of written and oral reports, staff memorandum, and draft policies.
- Prepares contract terms and conditions, and contracting policies and procedures for subcontractors.
- Designs, tests, and executes new procedures.
- Creates and makes presentations to the Continuum of Care (CoC) Board, CoC Board Committees, and SSF staff.
- Keeps abreast of and evaluates Federal, State, and local legislative and regulatory proposals related to homeless services for impact on local youth serving organizations.
- Responds to a variety of information requests from both inside and outside the organization.
- May act as a project leader for a specific assignment which may include coordination with CoC team members, other SSF staff, outside consultants, and stakeholders.
- Provides analysis of project impacts of committee decisions and recommendations.
- Provides ongoing program monitoring and support, as needed.
- Participates in relevant Continuum of Care (CoC) meetings.
- Supports in the ongoing expansion and development of identified local youth serving organizations.
- Identifies, creates, and helps funded programs implement high-quality programming, built on best practices in the field, innovation, and sharing of resource information.
- Works with internal and external data partners to ensure timely and accurate data is being captured.
- Prepares and compiles grant reports and maintains a calendar of deadlines and due dates.
- Establishes cooperative relationships with those contacted in the course of work.

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### **Other Responsibilities**

- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

### **Ideal candidates will possess the following knowledge, skills and abilities:**

- A working knowledge, or willingness to learn, of the following principles: Racial Equity, Positive Youth Development, Harm Reduction, Restorative Justice, Harm Reduction, and Trauma Informed Care.
- Working knowledge of juvenile related systems (Foster care, juvenile justice, etc) and related barriers to youth engagement.
- Must be able to exercise excellent independent judgment.
- Knowledge and understanding of youth experiencing homelessness and their associated needs.
- Strong verbal and written communication skills, ensuring that all correspondence is written in a professional manner.
- Strong work ethic and ability to work independently.
- Exercises patience during all interactions.
- Works well under pressure to meet multiple, competing deadlines.
- Demonstrates professional and cooperative behavior with colleagues and supervisors, at all times.
- Experience working with a large diverse workforce of people with different cultures, backgrounds, and opinions.
- Ethical leadership capabilities and commitment to promoting a healthy team environment.

### **Education and/or Experience:**

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Additional years of experience may serve in lieu of a degree. Required: At least three years working in homelessness, youth development or a related field.

### **Compensation and Benefits:**

Compensation range \$29 - \$40/hr; DOE.

Full-time non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

### **To Apply:**

If you qualify, please submit your application, cover letter, and resume to [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org); once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until it is filled. Please do not contact Sacramento Steps Forward Directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agency please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We seek to employ an all-star team of people who vary by their race and ethnicity, gender identity, sexual orientation, nationality, age, culture, religion, veteran status, physical and mental abilities. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

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Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org)