



New Mexico Coalition to  
End Homelessness

**New Mexico Coalition to End Homelessness  
Youth Organizer for Northern NM Youth Homeless Project**

Under the supervision of the CoC Director, the Youth Organizer will perform the duties outlined below in order to support the work of young people, agencies and NMCEH staff in the Balance of State (CoC) to end youth homelessness in Northern New Mexico.

**Job Responsibilities:**

- Conduct organizing and outreach activities in northern New Mexico counties with the purpose of bringing youth voices to the table to end youth homelessness
- Organize and convene regular Youth Advisory Board (YAB) meetings
- Build the capacity of young people in setting the agendas and facilitating YAB meetings using positive youth development and trauma informed principles.
- Convene and participate in gatherings that bring multiple stakeholders to the table with the purpose of ending youth homelessness in Northern New Mexico by centering the voices of young people, people of color, LGBTQ+ people, and people with disabilities.
- Gather and organize data from multiple sources that describe the nature of youth homelessness in Northern New Mexico.
- Provide technical support to NMCEH staff and CoC member agencies in executing HUD grant requirements, including working with others to resolve questions and issues as they arise in the delivery of homelessness services. This includes researching and referencing the YHDP grant application, best practices in addressing youth homelessness, U.S. Housing and Urban Development regulations, and community goals.
- Assist with organizing the annual Point in Time Count of people experiencing homelessness in Northern New Mexico
- Support regular meetings of the Balance of State CoC Membership and CoC Boards, including the execution and upkeep of meeting attendance and minutes, and coordination of the meetings.
- Support the development and maintenance of partnerships in New Mexico that benefit the growth of the CoC membership and the development of a continuum of homelessness, housing, and prevention services across the state. This includes strengthening and developing relationships with people dedicated to ending homelessness in New Mexico.
- Support the CoC Program Director through the annual CoC funding competition, including the annual review and ranking process for renewal and new project applications.
- Support the completion and submission of the annual CoC Consolidated Application for funding to HUD
- Support the Coordinated Entry Director in executing a state-wide coordinated entry system that ensures young people have equitable access to housing.
- Other duties to support statewide efforts and plans to end homelessness as assigned by the CoC Program Director.

**Full Time**

40 hours per week, Monday through Friday 8:30am to 5pm or as arranged with supervisor. Position is based in Northern New Mexico with support from the Albuquerque and Santa Fe offices of the New Mexico Coalition to End Homelessness. Extensive travel is required.

**Compensation:**

\$53,000 annually to start plus health, dental, and vision insurance, paid vacation and retirement benefits.

**Qualifications:**

- Two years of youth organizing experience with a nonprofit organization, another community based agency, a neighborhood, a network, or a city or county government.
- Must have a passion for and commitment to social justice issues and the desire to toward the goal of ending homelessness.
- Direct experience with homelessness, either personally or in one's family or community is preferred
- Strong organizational and interpersonal skills.
- Some computer skills, experience with Microsoft Office Suite, and experience using various software to process information and analyze data is preferred.
- Proof of COVID-19 vaccination.

**To Apply:**

Email a resume, cover letter, and the names, email addresses, and telephone numbers of three professional references to [tony-w@nmceh.org](mailto:tony-w@nmceh.org)

*Diversity and equity are important to ending homelessness. The NM Coalition to End Homelessness is passionate about building and sustaining an inclusive and equitable working environment for staff, clients, and partner agencies. We believe every member on our team enriches our diversity by exposing us to a broad range of knowledge and experiences that allow us to design and deliver stronger services and support in ending homelessness in New Mexico. With this in mind we welcome applicants with lived experience of homelessness, people of diverse racial and ethnic backgrounds, people who are differently abled, and LGBTQ people.*