



**REQUEST FOR PROPOSALS  
FOR  
Michigan Balance of State Continuum of Care  
Youth Action Board (YAB) Support Coordinator  
CONTRACTED POSITION**

**Hours:** Estimated average of 80 hours per month. While some work will take place during regular hours, this position is also ideal for candidates willing to work outside of typical working hours including evenings and weekends.

**Compensation:** Requirement must be included in proposal. It is expected that proposals will not exceed \$52,000 for this one-year contract

**Location:** Remote

**Reports To:** YAB, Continuum of Care Director, Youth Sub-Committee and Executive Committee

**About Michigan Balance of State Continuum of Care (MIBOSCOC):**

The Michigan Balance of State Continuum of Care (MIBOSCOC) represents 61 of Michigan's 83 counties to the US Department of Housing and Urban Development as a recognized Continuum of Care (CoC) body. These are 61 of the most rural counties across the State of Michigan, stretching from the western mountains of the Upper Peninsula, across the Thumb, and to the Indiana border. Additionally, the MIBOSCOC partners with sovereign Tribal Nations to join efforts in ending homelessness for Tribal citizens on Tribal lands. Our goal is to work together to end homelessness by sharing community driven goals and combining efforts to secure additional housing resources.

The MIBOSCOC is a system that conducts most of its work through committees and Local Planning Bodies; some are organized around a goal (improving system performance), some around special population groups (youth), and some around geographic areas (Local Planning Bodies). Each of these committees strengthens the work of the whole, with the goal of making homelessness rare, brief, and one time.

**Overview of Position:**

MIBOSCOC has been working to end youth homelessness for everyone. To further this aim, the CoC applied for and was awarded roughly 4.3 million dollars for a grant opportunity known as the Youth Homelessness Demonstration Program (YHDP) ([click here for more information](#)). In this position, the YAB Support Coordinator will build on the CoC's existing efforts by serving as a dedicated resource to support the YAB during the development and implementation of a Coordinated Community Plan (CCP) to end youth homelessness. While collectively working with Youth Advisory Board (YAB) members, you will work to ensure that youth voice drives the process every step of the way.

The YAB is also staffed by 2 YAB Chairs who provide internal leadership to the YAB. The primary responsibility for the YAB Support Coordinator is to provide support to the YAB Chairs and the Youth Action Board membership:

- Assist in recruiting YAB members from MIBOSCOC youth with experience with homelessness or housing insecurity, juvenile justice, child welfare, and other youth systems that impact their ability to maintain safe and secure housing.
- Work as part of YHDP leadership team alongside, not in front of or behind, YAB Chairs.
- Coordinate with YAB Chairs on governance meetings and communications
- Ensure youth voice through respecting the uniqueness and experiences of each YAB member.
- Ensure that young people participating in this process are as involved as possible in an equitable way.
- Ensure that YAB members feel supported and connected to this process and understand what's happening and why.
- Ensure that the individuals throughout MIBOSCOC are represented.
- Ensure compensation for expertise is prioritized.
- Coordinate participation payments for YAB members; process time sheets for payment
- Provide consistent reminders and advocacy in larger YHDP planning groups for YAB voice and leadership
- Provide support, training, and technical assistance as needed, especially to ensure young people have the necessary foundational knowledge to participate confidently.

### **Education/Training/Experience**

Preference will be given to proposals from those with a Bachelor's degree in Public Administration, Social Work, Public Policy, or Sociology and those with direct experience working with youth overcoming barriers. Special preference will be given for lived experience and experience providing voice to those who are LGBTQ+, of differing races and ethnic backgrounds, and/or part of Tribal Nations.

### **Essential Abilities:**

- This position is ideal for candidates willing to work outside of typical working hours including evenings and weekends.
- Demonstrate a commitment to working with the CoC, the YAB, and newly recruited organizations, agencies, and citizens to prevent and end youth homelessness.
- Maintain a high level of ethical standards and serve as a role model to YAB members and others involved in the initiative.
- Interact positively with system partners in a non-judgmental, tactful, and courteous manner.
- Be a self-motivated, systems thinker, with sound conflict management and leadership abilities.
- Work across multiple sectors to create social change.
- Achieve high performance goals and meet deadlines in a fast-paced environment.

### **Minimum Skills Required:**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
- Experience facilitating, leading and participating in collaborative groups or teams.
- Excellent facilitator skills and the ability to coordinate and effectively communicate roles for themselves and the YAB you're representing.
- Very strong interpersonal skills and the ability to build relationships across varying organizations working with youth demographics and their communities.
- Ease with use of Microsoft Office applications, Google platforms, social media, and on-line web

conferencing applications.

- Forward looking thinker, who actively seeks opportunities and proposes solutions and isn't afraid to look outside of the box.

**Note: This is a grant funded one-year position at this time.** It is possible that an extension/amendment of this contract for a position similar to this one, to implement the Coordinated Community Plan, will be subsequently available.

**Application Submission**

- To be considered, submit a cover letter, and resume to: [pastchair@miboscoc.com](mailto:pastchair@miboscoc.com) by midnight December 8, 2023.