

YouthWorks is a Santa Fe-based non-profit organization dedicated to providing a comprehensive range of social services, education, and training opportunities to youth and young adults, typically ages 16-24. The organization focuses on empowering young individuals through various programs, including workforce development, social enterprises, and critical support services, all aimed at fostering stability, growth, and self-sufficiency.

Job Title: HUD YHSI Regional Coordinator

Reports To: Chief Operating Officer

Location: Santa Fe, with travel in Northeastern region of state required

Position Type: Full-time

Job Summary

The HUD Youth Homelessness System Improvement (YHSI) Regional Coordinator for YouthWorks will oversee and drive YHSI activities across the Northeastern region of New Mexico. This role is responsible for building and sustaining strong partnerships with community youth homelessness stakeholders, engaging youth with lived experience, and ensuring all project deliverables and data collection efforts, align with statewide goals for ending youth homelessness. The coordinator will play a key part in implementing strategies informed by ongoing data analysis, youth feedback, and mapping efforts, including regional asset mapping and gap/asset analyses.

Key Responsibilities

1. Regional Partnership Development

- Build and maintain strategic relationships with regional partners, including shelters, social-service agencies, school systems, and community-based organizations.
- Solicit and integrate partner feedback to strengthen program design and implementation, particularly concerning data collection and youth engagement strategies.

2. Navigation Services Management

- Oversee and coordinate the provision of navigation services to Santa Fe YouthWorks clients, supporting youth in accessing immediate needs related to shelter, medical services, benefits enrollment, clothing, hygiene, and referrals to other critical services.

- Develop and maintain strong referral pathways with service providers to create a seamless support network for youth requiring navigation assistance.

3. Youth Engagement

- Support the creation and ongoing activities of the statewide Youth Action Board (YAB) by assisting with the recruitment from youth focus groups.
- Organize and facilitate regional youth focus groups and "Lived Experience Expert" panels (ages 14-24) to inform all YHSI activities
- Support efforts to prepare youth to co-present information at legislative panels.

4. Cross-Functional Collaboration & System Improvement

- Collaborate with other contracted teams (Curriculum Development, Assessment Development, and Data and Evaluation Teams) to ensure youth and partner voices shape training materials, evaluation tools, data collection processes (including the qualitative data strategy), and the development of data standards.
- Participate actively in all required YHSI meetings—regional check-ins, statewide calls, stakeholder forums, and roundtable discussions—to share progress, surface challenges, and coordinate next steps.
- Contribute regional insights to the development of a Statewide Youth Assessment Workplan, the Statewide Youth Homelessness Assessment Tool, a statewide definition of homelessness, and the framework for data governance and quality.

5. Monitoring, Reporting & Equity

- Track and report on regional progress quarterly, including partnership growth, youth engagement metrics
- Contribute data and narrative content to statewide reports
- Prioritize culturally specific and inclusive practices in all activities to ensure equity-focused outcomes.

Qualifications

- Bachelor's degree in social work, public administration, human services, or a related field (Master's preferred).
- Minimum of 3 years experience in program coordination, community engagement, youth development, or nonprofit leadership.

- Demonstrable experience or strong understanding of managing or coordinating direct support and navigation services for youth and/or vulnerable populations, including needs assessment, resource connection, and benefits enrollment.
- Demonstrated ability to work effectively with diverse populations, with a strong focus on equity, youth empowerment, and incorporating lived experience.
- Strong project management skills: planning, implementation, monitoring, evaluation, and adaptive problem-solving.
- Excellent written and verbal communication skills, including facilitation and presentation abilities.
- Familiarity with youth homelessness systems (e.g., housing, social services, education, coordinated entry) and best practices.
- Understanding of data collection processes and the importance of data quality in social service settings.
- Willingness and ability to travel regionally as needed.

Preferred Qualifications

- Experience engaging Youth Advisory Boards or similar youth-led initiatives.
- Deep knowledge of the specific regional service landscape and resource networks in New Mexico.
- Bilingual proficiency (e.g., English/Spanish or other relevant languages).
- Experience with data collection, analysis, and reporting in a social service context.

This role will serve as the central point of coordination for YHSI in your region, ensuring that all stakeholders—partners, youth, and cross-functional teams—are fully engaged and aligned toward our shared goal of ending youth homelessness. A key component of this will be the effective management and strategic oversight of navigation services to ensure young people receive timely and appropriate support to address their immediate needs and achieve stability, supported by robust data practices and strong community partnerships.

To Apply: Please submit your cover letter and resume to: info@santafeyouthworks.org

Thank you for your interest in the position.