

# Partnerships Coordinator



Organization Texas Network of Youth Services (TNOYS)	Date May 2021
Position Title Partnerships Coordinator	Location Austin, Texas OR Houston, Texas

## POSITION DESCRIPTION:

The Texas Network of Youth Services (TNOYS) seeks a Partnerships Coordinator to support TNOYS' youth and young adult (YYA) outreach, engagement, and base-building strategy. Since 1980, TNOYS has led the charge to strengthen and support the organizations that work for and with Texas' most resilient youth and young adults to ensure their success. This work is guided by four priorities: equity and inclusion, youth voice and youth-adult partnership, research and performance-driven policy and practice, and cross-systems collaboration. These priorities drive TNOYS' strategy to advance systems change in the following youth-serving systems: housing and homeless services, child welfare, justice, education, workforce, health and behavioral health, and victim and survivor services. The Partnerships Coordinator must value diversity, equity, and inclusion and demonstrate a commitment to positively impact youth outcomes across youth-focused systems. **Individuals with lived experiences with these systems are encouraged to apply.**

The Partnerships Coordinator works with various internal TNOYS teams and external organizations and allies to advance integrated issue campaigns, maximize outcomes, and strengthen an infrastructure to promote greater YYA participation in informing systems and conducting systems change. [TNOYS' YYA programming](#) helps young people enhance feelings of self-worth, build relationship skills, learn to take safe risks, practice problem solving, and discover their strengths and leadership capacity. This position will support TNOYS' efforts to center youth voice in everything we do and will work with YYA across the TNOYS youth engagement roadmap including: interviews, storytelling, listening sessions, and PEAKS experiential camps. The role offers an excellent opportunity to work with our team to amplify youth voice to effect systems change.

**Reports to:** Director of Partnerships

## Principal Responsibilities:

The Partnerships Coordinator works to coordinate opportunities to engage YYA meaningfully in TNOYS' work and is primarily responsible for the coordination of TNOYS youth voice and engagement strategies relating to interviews/focus groups/listening sessions, storytelling, and experiential camps and other events:

### Coordinate and facilitate interviews/focus groups/listening sessions with YYA to:

- Ensure TNOYS policy priorities reflect the needs and experiences of young people and to translate complex policy ideas and educational issues into YYA-focused outreach materials.

- Support YYA-facing communications such as blogs, youth voice videos, newsletters, speaker bureau, social media content, social media take-overs, podcasts, etc.
- Support training and technical assistance projects such as training for network partners and stakeholders, research projects and papers, technical assistance products, and youth voice and attendance in conferences.

**Coordinate the TNOYS Storytelling program by:**

- Executing and updating the TNOYS storytelling curriculum and training to work directly with young people with lived experiences of system involvement to elevate their personal stories. The training and curriculum must be trauma-informed, culturally sensitive, and utilize sound diversity, equity, and inclusion values.
- Working directly with young people with lived expertise with the housing, child welfare and other systems to elevate their personal stories and coach storytellers to prepare them for legislative testimony, interviews, videos, op-eds, blogs posts, etc.
- Maintaining and updating the youth engagement storytelling processes and policy & procedure handbook that ensures that all TNOYS engagements with young people ensure that young people are part of the process and have feedback loops.
- Identifying opportunities for young people to tell their stories in TNOYS projects, the media and on online content platforms

**Coordinate and execute experiential camps and other YYA focused events:**

- Coordinate the implementation of TNOYS experiential camps for system-involved youth, e.g., Physical and Environmental Activities for Knowledge and Skills (PEAKS) Camp.
- Support TNOYS' Youth in Action Capitol Day and support the Policy and Partnerships teams by coordinating YYA attendance, storytelling, and testimony.
- Sustain and expand partnerships with the TNOYS Member Network, state coalitions, and other youth leadership and advisory committees to advance TNOYS priorities, youth participation, and recruitment of YYA to participate in the TNOYS youth engagement road map.

**Support other TNOYS priorities and processes:**

- Maintain daily reporting structures to track YYA engagement efforts throughout Texas.
- Work with the TNOYS Operations team to ensure YYA in our programs are compensated in a timely manner and record grant deliverables in data management systems.
- Participate in TNOYS projects and events as necessary and support and provide feedback to the Policy, Practice, and Communications teams as requested.
- Represent TNOYS at relevant stakeholder meetings, coalitions, and events.
- Participate in team meetings, team building and professional development opportunities.
- Provide administrative support as needed for the Partnerships team and assist the Engagement Manager and Director of Partnerships with other projects as assigned.
- Coordinate and support special projects as assigned.

## Qualifications:

- Minimum 2 years of organizational leadership and management experience.
- Ability to build effective and strategic partnerships with a wide range of partners (public sector, private sector, plural sector, etc.).
- Proven ability to coordinate with young people using empathy, a trauma-informed approach and diversity, equity, and inclusion lens.
- Outreach experience within communities of color.
- Comfortable in a fast-paced start-up atmosphere and remote work environment.
- Excellent oral and written communication skills & excellent organizational and time management skills.
- Strong interpersonal skills and ability to work in a team environment.
- Ability to manage several tasks/projects concurrently and prioritize work effectively.
- Ability to engage youth during non-traditional working hours such as evenings, weekends, and willingness to have a flexible schedule.
- Experience conducting qualitative research preferred.
- Spanish language skills preferred.
- Training and curriculum development experience preferred.

## Salary & Benefits:

Competitive annual salary of \$40,000 - \$50,000 annually, depending on qualifications. Comprehensive benefits package, including medical and dental coverage and generous vacation, etc.

## How to Apply:

To apply, please send a resume and cover letter to [resumes@tnoys.org](mailto:resumes@tnoys.org) and write "Partnerships Coordinator" in the subject of email. The proposed start date of the position is July 1, 2021 or earlier if possible. Applicants will be screened on a rolling basis and interviews will be scheduled as qualified applicants are identified. The final date to submit your application is May 31, 2021.

## About TNOYS:

TNOYS works to strengthen services and support for Texas youth and families to help them overcome challenges and achieve healthy development. We work with young people across Texas to center their voices in the policies and programs that most affect them. Our network of members share a vision of Texas where all youth and young adults are valued, their strengths are recognized, their voices are heard and respected, and they have access to the resources, opportunities, and support they need to meet their goals.

*TNOYS is an equal employment opportunity employer and strongly encourages diverse candidates to apply. TNOYS does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.*