



Job Title: Youth HMIS & Data TA Specialist

Do you have a passion for data and a desire to make a real impact on addressing youth homelessness?

The Partnership Center, Ltd. (PCL) is seeking to hire a full-time Youth Homelessness Information Systems (HMIS) and Data Technical Assistance Specialist to support our work with the US Department of Housing and Urban Development (HUD) in the Community Compass Technical Assistance and Capacity Building Program. In this position, you will be responsible for supporting the planning, development, and delivery of a variety of training and technical assistance activities related to HMIS and data about youth homelessness.

About PCL

PCL is a mission-driven organization dedicated to empowering people to solve complex social problems. We achieve this by providing clients with reliable data and tools, fostering a culture of creative problem-solving, and valuing the power of lived experience.

Key Position Responsibilities:

Technical Assistance:

- Work with HMIS Leads/System Administrators, individual grant recipients, and other data partners to provide HMIS and data technical assistance focused on supporting data informed decision making, performance measurement, and systemic improvement. This may be accomplished through group support, and/or one-on-one meetings with communities. This work includes:
 - Supporting HMIS Leads/System Administrators and recipients to correctly identify and “set-up” YHDP-funded projects in HMIS for impactful measurement and reporting ability.
 - Supporting communities with identifying and accessing HMIS data necessary for producing HUD required planning documents such as the YHDP: Coordinated Community Plan (CCP).
 - Assisting with defining HMIS data collection requirements for YHDP projects.
 - Supporting communities with resources and tools to implement accurate project-level and system-level reporting.
 - Supporting communities with Continuous Quality Improvement (CQI) strategies.
- In consultation with the Youth HMIS & Data TA Project Manager
 - Develop and maintain HMIS data curriculum and training materials.

- Develop and deliver YHDP HMIS Workgroup content for YHDP communities
 - Facilitate YHDP Quarterly Office Hours.
- Support further development and usage of the Collaborative YHDP Dashboard in Sage.
- Conduct other HMIS and data-related training as assigned.
- Support the HUD Ask A Question (AAQ) desk on YHSI/YHDP data questions.
- Actively participate in cross-firm TA coordination activities.

Preferred Qualifications:

- Knowledge of HUD Continuum of Care regulations and policy priorities specifically: knowledge related to Homelessness, HMIS, and Youth Homelessness.
- Bachelor's degree in related field, advanced training, and at least 3-5 years of experience.
- Must possess excellent oral and written communication skills; ability to convey information in a clear and concise manner and work within a team environment.
- Ability to take initiative and work flexibly and independently, adhere to priorities, and meet multiple deadlines in a team-oriented, highly dynamic environment.
- Positive and professional attitude.
- Strong writing and communication skills.
- Strong time-management skills.
- Willingness to accept supervision.

Benefits:

- Competitive salary and benefits package.
- Be part of a dynamic and mission-driven environment that values your skills and contributions.
- Work in a collaborative and inclusive team.

To Apply:

Please submit your resume and cover letter outlining your experience and qualifications for this position to HR@partnershipcenter.net.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

NOTE: This position description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
