



JOB TITLE: Memphis Youth Action Board Leadership Cohort Member

***NOTE:** This is a 10-month Cohort position starting June 1st, 2026 and ending April 30th, 2027.

DEPARTMENT: Continuum of Care Youth and Special Populations

REPORTS TO: Continuum of Care Youth and Special Populations Director

HOURLY: \$20/hour; Up to 30 hours/week

Location: In-Person at CAFTH Office

HOW TO APPLY

Please submit a resume and cover letter describing your interest in and qualifications for the position to YABleadership@cafth.org with the subject line: *Memphis Youth Action Board Leadership Cohort Member*.

SUMMARY: The Memphis Youth Action Board (YAB) is a coalition of youth and young adults ages 18-24 committed to advocating for and working to end youth homelessness within Memphis and Shelby County. The YAB Leadership Cohort is a 1-year professional development and leadership position designed to inspire young people to assume positions of leadership, receive specialized training, and develop professional skills that support their personal and career growth. As a Leadership Cohort member, you will work alongside one other cohort member to spearhead activities and projects that further the YAB's mission and goals. One of the primary responsibilities of this position is the development, recruitment, and retention of a Youth Action Board (YAB) Committee.

DUTIES AND RESPONSIBILITIES:

- Alongside the Youth and Special Populations team and YAB Leadership Cohort, develop and implement YAB member recruitment strategies, review applications, and onboard new members to the YAB Committee.
- Assist the elected YAB Committee Chair with their responsibilities, such as YAB meeting preparation, facilitation, and follow-up, including documentation and communications.
- Contribute to the YAB's long-term strategy by drafting or refining goals.
- Oversee the planning and implementation of YAB events and projects.
- Identify internal challenges and propose solutions for YAB Committee operations.
- Research community events for YAB involvement and collaboration opportunities.
- Develop and promote the YAB's social media presence by creating and implementing a social media strategy aligned with the YAB's goals, missions, and outreach strategy.

- Maintain knowledge of the Continuum of Care (CoC), Youth Homelessness Demonstration Program (YHDP), and Youth Homelessness System Improvement (YHSI) grant programs and activities.
- Work with the CoC Youth and Special Populations Team and YAB Leadership Cohort to plan and execute the activities of the YHSI and YHDP grants.
- Conduct research on local and national policies related to youth homelessness, and use this information to prepare reports and presentations.
- Ensure YAB activities align with community priorities.
- Develop and facilitate trainings for youth service providers and YAB members.
- Plan and facilitate regular meetings with YHDP partners and the YAB.
- Represent the YAB at community and CoC events, such as CoC Governance Council and Committee meetings, 901 Counts, etc.
- On behalf of the YAB, build and maintain relationships with community partners.
- Attend statewide YAB meetings and serve as the liaison between our local YAB Committee and the statewide YAB.
- Create project timelines, assign tasks, and ensure deadlines are met.
- Track and evaluate data to inform future decision-making.
- Attend required training and conferences.
- Perform other duties as assigned.

QUALIFICATIONS:

- Must be available to start June 1, 2026.
- Must be able to commit to the full cohort year (June 2026 - April 2027).
- Must be enthusiastic, self-motivated, and able to motivate others.
- Must possess a passion for combating homelessness.
- Must have knowledge of the local homeless system(s), with preference for candidates with lived experience.
- Public speaking skills and ability to lead and facilitate group meetings.
- Computer skills required: Proficient in MS Word, Excel, Outlook, Internet Use, and Additional Software, as needed.
- Individuals 18 - 23 years of age are strongly encouraged to apply.

COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism** - Tactfully approaches others; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

The above is intended to describe the general content of and requirements for the performance of this Scope of Service. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this Scope of Service restricts CAFTH's right to assign or reassign duties and responsibilities to this Scope of Service at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.