



**Job Title:** Education, Programs, and Policy Consultant

**Organization:** National Association for the Education of Homeless Children and Youth (NAEH CY)

**Location:** Remote (U.S.- based)

**Position Type:** Contract Consultant

**Compensation:** \$40 per hour for 25 hours per week  
(Initial Contract period: Date of Hire – December 31, 2025 subject to renewal)

**About NAEHCY:** The National Association for the Education of Homeless Children and Youth (NAEH CY) is NAEHCY (<https://naehcy.org/>) is the largest national membership association dedicated to supporting educational equity and excellence for children and youth experiencing homelessness and other vulnerabilities. Through advocacy, partnerships, and professional development, NAEHCY works tirelessly in collaboration with our 2500+ members who are education, government, and nonprofit leaders to ensure every child has equal opportunities to succeed academically and personally.

As we continue to grow and expand our impact and support for members, NAEHCY is seeking a skilled and motivated Education, Programs, and Policy Consultant.

**Position Summary:** The Education, Programs, and Policy Consultant will focus on developing and advancing NAEHCY's Early Childhood through Postsecondary programming. This position supports the execution of annual strategic workplans led by NAEHCY membership committees (Early Childhood, K-12, and Postsecondary). Additionally, the consultant coordinates monthly professional development sessions for stakeholders and contributes to NAEHCY's signature initiatives, including the NAEHCY Scholars Program and the annual NAEHCY conference.

**Key Responsibilities:**

**Program Development and Support:**

- Support the strategic planning, implementation, and evaluation of Early Childhood through Postsecondary educational initiatives.

- Collaborate closely with NAEHCY's membership committees (Early Childhood, K-12, Postsecondary) to execute annual strategic workplans.
- Assist with the coordination and advancement of the NAEHCY Scholars Program, including program administration, participant support, and outcome tracking.

### **Professional Development Coordination:**

- Plan, organize, and facilitate monthly virtual professional development sessions for NAEHCY stakeholders, including topic selection, speaker coordination, and session logistics.
- Develop and implement an annual professional development calendar for NAEHCY members aligned with identified needs and strategic priorities.
- Support member access to professional development resources, including session recordings, handouts, and follow-up materials.
- Evaluate the effectiveness of professional development programming and make recommendations for improvements.

### **Policy and Advocacy:**

- Monitor policy developments related to education for students experiencing homelessness, providing timely updates and analysis to internal and external stakeholders.
- Assist in developing educational and advocacy materials, policy briefs, and other communications to support NAEHCY's advocacy efforts.

### **Conference and Event Support:**

- Provide support for the annual NAEHCY Conference (November 1-4, 2025, in Dallas, TX), including program development, session coordination, and speaker management.
- Collaborate with internal and external stakeholders to ensure a successful conference experience for attendees.

### **Qualifications:**

- Bachelor's degree required; Master's degree preferred in Education, Public Policy, Social Work, or related fields.
- Minimum of 3-5 years of experience in educational program development, policy, advocacy, or related areas.
- Knowledge of the McKinney-Vento Homeless Education Assistance Act and advocacy strategies for supporting youth experiencing homelessness
- Strong understanding of issues impacting vulnerable student populations.
- Exceptional organizational, communication, and interpersonal skills.

- Demonstrated expertise in creating engaging content for presentations, professional development materials (e.g., handouts, toolkits, brochures), and a proven track record of delivering impactful presentations to both virtual and in-person audiences.
- Demonstrated experience working independently in remote environments while collaborating with a team and organizational stakeholders.
- Commitment to educational equity and advocacy for vulnerable youth populations.

**Working Conditions:** This consultant role is fully remote, requiring consistent availability and responsiveness during business hours. Occasional travel is required, particularly for participation in the annual NAEHCY Conference.

**Application Process:** Interested candidates should submit a resume and cover letter highlighting relevant experience and alignment with NAEHCY's mission to [careers@naehcy.org](mailto:careers@naehcy.org). Applications will be reviewed on a rolling basis until the position is filled.

*NAEHCY is an Equal Opportunity Employer and strongly encourages applications from diverse and historically underrepresented candidates.*