



Request for Proposals (RFP)

Family Action Board Coordinator

Issued by: Citizens' Committee for Children of New York (CCC)

Submission Deadline: October 31, 2025

Overview

The Family Action Board (FAB) is a peer-led advocacy and action body composed of individuals with lived experience of family homelessness and housing instability. FAB members are leaders in the movement for housing justice—bringing firsthand knowledge of systemic barriers and a deep commitment to transforming the systems that impact families across New York City.

The FAB's work is grounded in the principles of lived expert engagement, which recognizes that those most affected by housing instability must be central to shaping the policies, programs, and narratives that define the response. FAB members lead workgroups focused on policy advocacy, peer navigation, and narrative change, and they collaborate with partners across sectors to ensure that community voice drives systemic change.

The FAB Coordinator will play a critical role in supporting this work. They will support the day-to-day operations of the FAB, provide leadership development and logistical support to members, and help ensure the FAB's work aligns with the broader goals of the Family Homelessness Coalition. This role requires a deep respect for lived experience, a commitment to equity, and the ability to build trust across diverse communities and stakeholders.

The 7-member FAB serves as a co-convenor of the Family Homelessness Coalition, a group of service and housing providers, lived experts, and children's advocacy organizations united by the goal of launching a coordinated, collaborative, multi-agency effort focused on preventing family homelessness, improving the well-being of children and families in shelters, and supporting the long-term stability of families with children who leave shelter.

This is a one-year contract position, with the potential for renewal pending continued funding.

Contract Details

- **Title:** Family Action Board Coordinator
- **Contract Term:** 12 months

- **Hours:** 20 hours per week
- **Compensation:** \$60,000 annually; paid monthly
- **Location:** Hybrid (New York City-based work with remote flexibility)
- **Reports to:** Laura Jankstrom, Associate Executive Director for Communications & Strategic Engagement, Citizens' Committee for Children

Scope of Work

The FAB Coordinator will:

- **Facilitate and support FAB operations**, including scheduling, planning, and leading meetings across FAB's three focus areas:
 - Policy Advocacy & Government Relations
 - Peer Navigation Program Development
 - Narrative Change & Public Awareness
- **Support three FAB Leaders in leading their respective workgroups by:**
 - Assisting in the development and refinement of workgroup goals, strategies, and workflows.
 - Providing coaching and logistical support to help them plan and facilitate meetings.
 - Helping improve internal processes and documentation to ensure clarity, consistency, and accountability.
 - Encouraging and facilitating leadership development and peer-to-peer collaboration.
- **Coordinate member engagement**, including onboarding, training, and communication with FAB members.
- **Facilitate alignment with the Family Homelessness Coalition**, including collaboration with the FHC campaign coordinator and attendance at coalition meetings.
- **Manage logistics and administration**, including stipends, attendance tracking, and documentation of activities.
- **Amplify community voice**, ensuring lived experience informs advocacy, policy, and programmatic efforts.

Qualifications

- **Minimum of 5 years of experience** in community organizing, advocacy, or related work focused on housing justice, homelessness, or social equity.
- **Proven ability to work with diverse stakeholders**, including individuals with lived experience, grassroots advocates, nonprofit partners, and government officials.
- **Demonstrated success in leading teams and facilitating group processes**, including navigating conflict, building consensus, and fostering inclusive decision-making.

- **Strong interpersonal and communication skills**, with the ability to build trust, motivate others, and maintain respectful and productive relationships across lines of difference.
- **Organizational and administrative skills**, including meeting planning, documentation, and follow-up.
- **Familiarity with housing and homelessness systems in New York City**, including shelter operations, public benefits, and advocacy networks (preferred).
- **Commitment to equity, inclusion, and trauma-informed practices**, with an understanding of how systemic barriers impact families experiencing homelessness.
- **Individuals with lived experience** of homelessness are encouraged to apply.

Compensation

- \$60,000 for the contract year
- 20 hours per week
- Paid monthly via invoice
- Contract may be renewed pending funding availability

Proposal Submission

Interested contractors should submit:

1. A cover letter that answers the following questions:
 - a. Describe how you would approach this scope of work.
 - b. Describe relevant work you have previously done. Give an example of how you approached your work and the outcomes of the initiative.
2. Resume or CV
3. Two references
4. A brief work sample (e.g., facilitation agenda, outreach plan, or advocacy material)

Deadline: October 31, 2025

Submit to: Laura Jankstrom, Director of Civic Engagement Programs

Email: ljankstrom@cccnewyork.org

Family Action Board (FAB) Description

FAB members should have lived experience of family homelessness and/or housing instability within the last five years.

Membership Overview

The Family Action Board (FAB) is a peer-driven advocacy and action body committed to improving outcomes for families facing housing instability and related systemic barriers. FAB Members bring their lived experience, insights and commitment to one or more of FAB's core focus areas to help shape solutions, inform policy, and support the community.

This is a stipended leadership role designed to elevate community voice, strengthen advocacy, and contribute to a larger movement for housing and social justice.

Key Focus Areas:

Members will support at least one of the following:

- ✓ Policy Advocacy & Government Relations
- ✓ Peer Navigation Program Development
- ✓ Narrative Change & Public Awareness

Core Responsibilities:

Actively contribute to at least one focus area workgroup, helping develop strategies, provide input, and support implementation.

Attend and participate in all meetings related to your focus area, offering constructive feedback, sharing insights, and helping advance goals.

Represent FAB at bi-weekly Family Homelessness Coalition (FHC) steering committee meetings, staying informed on coalition activities and helping communicate FAB's perspective.

Collaborate with fellow members, peer navigators, and advocacy partners to amplify community voices and ensure lived experiences are central to FAB's work.

Commit to ongoing learning and development, including attending occasional training or workshops relevant to your focus area.

Expectations:

- ✓ Show up prepared and engaged for all assigned meetings and activities.
- ✓ Communicate regularly with FAB leadership and your focus area team.
- ✓ Uphold FAB's values of respect, inclusion, and collective empowerment.
- ✓ Maintain confidentiality and handle sensitive information with care.
- ✓ Bring your lived experience and insights to help shape meaningful solutions, without being required to share personal trauma unless you choose to.

Time Commitment:

Leaders:

Commitment of 12 hours per week, plus additional training opportunities as available.

- Schedule, plan and facilitate focus area meetings
- Attend FHC steering committee and co-convenor meetings
- Additional hours as needed for advocacy events, trainings, or project work

General Members:

Commitment of 4 hours per week, plus additional training opportunities as available.

- Focus area meetings: varies (typically 1–2 per month)
- FHC steering committee meetings: bi-weekly
- Additional hours as needed for advocacy events, trainings, or project work

Compensation:

Leaders: \$40/hour, direct deposits bi-weekly

General Members: \$30/hour, stipends distributed every 4 weeks.

Workgroups:

Policy Advocacy: Role & Expectations

1. Stay informed about local, state, and federal policy developments—particularly those impacting children, youth, and families who are housing insecure
2. Conduct research and analysis on challenges and conditions within the family homelessness system
3. Draft clear, concise policy summaries, briefs, or fact sheets that explain complex issues in an accessible way for a variety of audiences
4. Present research findings and policy updates to internal and external stakeholders, including staff, partners, and community members
5. Represent the organization at rallies, press events, public hearings, and government relations meetings to show support for key advocacy priorities

Peer Navigation: Role & Expectations

1. Conduct targeted outreach to individuals who may be interested in applying to become Peer Navigators, with a focus on those who have lived experience
2. Support recruitment efforts by identifying and engaging individuals currently or recently in shelter, and encouraging them to apply for the Peer Navigator program
3. Distribute outreach materials—such as flyers, social media content, and word-of-mouth messaging—in shelters, housing programs, and community-based settings
4. Engage directly with potential applicants to explain the Peer Navigator role, share relevant program details, and answer basic questions

5. Track and report weekly outreach efforts, including the number of individuals contacted, referred, and any follow-up actions taken

 Narrative Change: Role & Expectations

1. Demonstrated experience managing and posting content across social media platforms (e.g., Instagram, Twitter/X, Facebook, LinkedIn), with an understanding of best practices for engagement and audience growth
2. Proficiency in using computers and digital tools, including email platforms, word processing software, and basic graphic or video editing programs
3. Strong writing and copy editing skills, with the ability to craft compelling and clear messages for digital audiences
4. Assist with outreach and coordination efforts to identify and secure guests for the *Hear Our Voices* podcast, including drafting outreach messages and tracking responses
5. Ability to work independently, manage time effectively, and complete tasks in a timely and detail-oriented manner