HMIS and Data Technical Assistance Specialist

PCL Overview:
Since its founding in 1997, The Partnership Center, Ltd. (PCL) has helped organizations strengthen their performance and increase their impact in addressing homelessness and poverty. Driven by data and evidence-based solutions, PCL partners with federal agencies, funders, and community organizations nationwide to enhance the effectiveness of programs and initiatives serving people experiencing homelessness and individuals with low incomes. By improving systems, strengthening partnerships, and advancing proven practices, PCL helps organizations achieve better outcomes for the agencies they serve.

About the Role:
The **HMIS and Data Technical Assistance Specialist** provides technical assistance and training related to Homelessness Information Systems (HMIS) and data about youth homelessness for recipients of funding through the Youth Homelessness Demonstration Program (YHDP) and the Youth Homelessness System Improvement (YHSI) program.

The HMIS and Data Technical Assistance Specialist increases the knowledge, skills, and capacity of YHDP recipient communities by collecting, analyzing, managing, reporting, and communicating critical data about youth homelessness and achieving local objectives for ending youth homelessness. Specifically supporting the Youth HMIS & Data TA Project Manager with helping HMIS Leads/System Administrators in implementing and managing HMIS to ensure accurate, comprehensive, and timely data collection while assisting recipients in utilizing homeless data to improve efforts to end youth homelessness.

Some of the things you'll do:
- Provide one-on-one support to YHDP and/or YHSI recipient communities as assigned by participating in community meetings and direct community engagements.
- Develop and maintain training materials related to general youth homelessness Data TA needs
- Support development of content for and co-lead monthly YHDP HMIS & Data Workgroups
- Support development of, and maintain training materials for YHDP HMIS Lead Quarterly Office Hours

Additional responsibilities:
- Participate in the development of reports based on YHDP and YHSI data in Sage.
- Support further development and usage of the Collaborative YHDP Dashboard in Sage.
- Conduct other HMIS and data-related training as assigned.
- Participate in regular staff meetings (M, W) and specific team meetings (bi-weekly and as needed).
- Participate in cross-firm TA coordination activities including maintaining TA tracking documents.
- Other related duties as negotiated to meet the ongoing needs of the organization.

We're looking for someone who has:
- Knowledge of HMIS, HUD Continuum of Care regulations and policy priorities, knowledge of homelessness and youth homelessness.
- Experience designing and delivering training sessions for HMIS users, including youth program staff.
- Innovative thinking to adapt HMIS tools and approaches to youth-focused contexts.
- Strong analytical skills to assess data trends, identify gaps, and create actionable insights.
- Ability to present complex data in clear, accessible formats for diverse audiences.
- Ability to develop user-friendly resources, such as guides and templates.
- Strong interpersonal and communication skills for working with diverse stakeholders, including service

providers, system administrators, and policymakers.
- Capacity to navigate and mediate complex systems and relationships.
- Ability to troubleshoot technical issues and provide effective solutions in the context of HUD policies and regulations.
- Ability to work and communicate effectively with people of different technical skill sets ranging from social workers to other programmers.
- Must be flexible, able to handle multiple projects simultaneously, and self-motivated.

What will set you apart:
- Direct HMIS System Administrator experience.
- Advanced training and degree in Social Work, Human Services, Public Administration/public policy, Data Analytics, Information Technology, computer science or another related field.
- Prior work experience directly working with youth experiencing homelessness.
- Skills in managing multiple tasks, deadlines, and priorities
- An interest in addressing homelessness and improving outcomes for individuals and families experiencing homelessness.
- Familiarity with the challenges and needs of people experiencing homelessness and how technology can be leveraged to improve service delivery and management.

Working Conditions:
The standard work hours for this full-time position are 9am – 5pm ET with some afterhours work required (usually less than 10 hours per month). This position requires the use of computers or screens for extended periods of time. This position may require infrequent travel to conferences or HUD-sponsored meetings; typically, less than two times per year.

To apply, please email your cover letter and resume to HR@partnershipcenter.net.
This is a full-time, Cincinnati-based position. Competitive benefits include Employer paid short and long-term disability coverage. SIMPLE IRA with employer match of 3%. Stipend for Health, Dental, and Vision Insurance coverage. Be part of a dynamic and mission-driven environment that values your skills and contributions working with a collaborative and inclusive team.

The Partnership Center, Ltd. is committed to diversity, equity and inclusion and is proud to be an equal opportunity workplace that seeks to recruit, develop and retain the most talented people from a variety of backgrounds, perspectives and skills. We encourage applicants from all genders, races, religions, ages and sexual orientations, as well as veterans, people living with disabilities, and any other groups who could bring diverse perspectives to our mission.