

Young Adult Consultants Memorandum



DATE: February 1, 2019
TO: Potential Young Adult Consultants
FROM: Madison Sandoval-Lunn, Young Adult Consultant Coordinator
RE: Young Adult Consultants for the Capacity Building Center for States

The Capacity Building Center for States (Center for States), operated by ICF International on behalf of the Children's Bureau, is looking for Young Adult Consultants to help execute its mission in support of state and territorial child welfare agencies as well as perform tasks at the request of the U.S. Department of Health and Human Services.

Are you a young leader experienced in providing technical assistance or training to the field of child welfare, or who is otherwise recognized as a strong youth voice? Do you know a young person who is? We encourage you to complete the attached application to be considered for the role of Young Adult Consultant.

The Center will support a pool of experienced and trained Young Adult Consultants to respond to requests specific to child welfare issues and services. Activities may include reviewing and providing feedback on policies and publications, developing content for and presenting webinars, presenting at national events, and serving on expert panels.

The Center's Young Adult Consultants are expected to be available for periodic remote or onsite work for states and jurisdictions; participate in various webinars, conference calls, and trainings throughout the year; and manage periodic national travel. Young Adult Consultants will be compensated for their time, effort, and participation in projects and consultation events.

Successful Applicants Must:

- ▶ Be between the ages of 18 and 26
- ▶ Have experience providing analysis, recommendations, feedback, or training to the child welfare field
- ▶ Have experienced foster care
- ▶ Be available for required scheduled trainings and webinars
- ▶ Be comfortable using public transportation (planes, taxis, city buses, etc.) with little assistance
- ▶ Possess a valid state identification or U.S. passport

Selected Applicants Will Be Expected to:

- ▶ Demonstrate proficiency in basic child welfare topic areas, including: youth engagement; normalcy; safety, permanency, and well-being; youth-adult partnerships; independent living; and transition-age youth
- ▶ Reflect the Center's principles of being culturally responsive, data-informed, innovative, outcome-focused, and proactive
- ▶ Produce quality work products and deliverables
- ▶ Attend all required events and webinars, and complete assigned projects
- ▶ Demonstrate and maintain professional conduct and attire while consulting
- ▶ Be able to cover a limited amount of travel expenses (e.g., hotel, ground transportation, etc.) and other up-front expenses, while awaiting reimbursement

Compensation:

If selected as a Center for States Young Adult Consultant, you will receive competitive compensation for your time and effort.

Preapplication Webinar

The Center for States will be hosting two informational webinars, register [here](#) for February 8, 2019 at 5:30 p.m. Eastern Time and [here](#) for February 12, 2019 at 3:30 p.m. Eastern Time. The webinars will provide an opportunity for interested applicants to learn more about the Young Adult Consultant position, the application and interview process, and important deadlines.

Application Submission:

The application submission deadline is February 15, 2019. Please email your completed application and resume to Madison Sandoval-Lunn at Madison.Sandoval-Lunn@icf.com. Successful applicants will be contacted for a phone interview, with final selections announced by late February. Please direct all questions regarding the application process to Madison Sandoval-Lunn at Madison.Sandoval-Lunn@icf.com or call 858-444-3908.