



FEMALE-Youth Engagement Coordinator Job Description

Position Title: FEMALE Youth Engagement Coordinator

Reports To: Associate Director of Programs

Compensation & time commitment: \$18-\$20
Part-time, requires some evenings and weekends

Overall Job Description:

The Youth Engagement Coordinator is responsible for facilitating and coordinating a robust youth engagement strategy for The Hub 585, with a particular focus on young people who have been impacted by foster care, juvenile justice, and/or homelessness. The Youth Engagement Coordinator will work closely with The Hub 585 staff to assist in the overall coordination of services and opportunities to ensure adherence to the organization's mission and values of authentic youth engagement, building community, equitable practices that promote race equity, diversity and inclusion, and strengths-based practice.

Major Responsibilities & Duties May Include:

The Youth Engagement Coordinator works closely with The Hub 585 staff to collectively serve young people, volunteers, and community partners and works to

- Conduct outreach to recruit young people with lived experience in foster care, juvenile justice, or who are experiencing homelessness to participate in opportunities and programming.
- Conduct orientation, as well as initial and ongoing training for young people on various topics (i.e., legislative and systems advocacy, leadership development, effective partnerships with adults, life domain development, etc.).
- Provide ongoing support, guidance, and coaching to young people engaged in opportunities and programming, including life domain development, conflict resolution, emotional and moral support, and providing transportation as needed.
- In collaboration with the Associate Director, support matched mentor/mentee relationships; including, but not limited to, facilitating the matching process, facilitating special events to celebrate these relationships, and checking in with mentees monthly.
- Connect young people with new opportunities provided by community partners around housing, education, employment, financial capability, health/mental health, social capital, and permanence that are responsive to their cultures and identities. Provide continual education about these opportunities to young people and provide support and coaching as they engage in them.

- Provide ongoing input, information, and materials (as requested) that support internal and external communication efforts about opportunities and programming.
- Support young people as they advocate to ensure that the unique needs of young people are a priority for the systems designed to support them and in the broader community.
- Participate in the continuous quality improvement and data-driven decision-making processes to assess efficacy of programming and drive programmatic refinements. Ensure adherence to data collection requirements.
- Provide ancillary support for other NMCAN projects by coordinating with and supporting colleagues as needed or requested.
- Other duties as assigned.

Minimum Qualifications and Experience:

Associates degree in a relevant field preferred, plus two years of directly-related experience working with young people. An equivalent combination of education and/or experience may be substituted, as long as it directly relates to the essential duties and responsibilities. Preference will be given to candidates with a working knowledge of community organizing, as well as experience advocating with youth transitioning from foster care or juvenile justice systems or who have experienced homelessness. A strong desire to support and empower young people with these lived experiences is required.

Communication

- Strong desire and ability to communicate and work with youth ages 12 – 18 from racial, ethnic, socioeconomic, and gender diverse communities
- Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds
- Strong analytical writing skills and oral communication skills
- Ability to develop and conduct presentations and training sessions
- Ability to have authentic and courageous conversations with young people about their lived experiences, their goals, and their current choices
- Desire to educate the community about the unique issues facing young people involved with foster care, juvenile justice, and homelessness

Commitment to service

- Ability to build authentic relationships with racial, socio-economic, and gender-diverse communities of young people
- An understanding of the concepts of institutional and structural racism and bias; and a genuine commitment to equity and inclusion
- An ability to effectively work with people from diverse backgrounds, including age, race, ethnicity, gender identity, and lived experiences

- An enthusiastic and positive attitude about changing systems and community perspectives
- Ability and willingness to work nights and weekends to accommodate young people's and volunteers' schedules

Professionalism

- Strong organizational skills and ability to manage multiple priorities at once
- Ability to work well independently and as a member of a highly integrated and diverse team
- Demonstrated ability to solve problems and manage conflict
- Ability to think and plan strategically

Skills

- Knowledge of Microsoft Office applications
- Knowledge of Google G-suite applications
- Ability to apply evidence-based practice
- Familiarity and willingness to utilize social media