

# JOB DESCRIPTION



<b>Job Title:</b>	Youth Engagement Coordinator
<b>Reports To:</b>	Director of Organizing and Advocacy
<b>Status:</b>	Full-Time, Exempt
<b>Salary:</b>	\$68,640 per year + Benefits

*Fresno Building Healthy Communities does not discriminate based on race, color, religion, origin, gender, national origin, age, marital status, military service, disability, or sexual orientation. Reasonable accommodation may be provided upon request. All applicants tentatively selected for this position will be required to pass a background screening and may be required to submit to tests to screen for illegal drug and alcohol use before employment.*

## ORGANIZATION BACKGROUND

Fresno Building Healthy Communities (Fresno BHC) works with community leaders, non-profit and faith-based organizations, and policymakers to foster and encourage thriving communities where all children and families can live healthy, safe, and productive lives.

Fresno BHC's work is grounded in the underlying belief that social, environmental, political, and economic factors impact the health and well-being of individuals and the community. Fresno BHC works to continually engage a diverse constituency across the Central Valley around issues related to education, health, land use, youth leadership, civic engagement, and community development, with a particular focus on residents living in central, southeast, and southwest Fresno.

Representing more than 97,000 south Fresno residents, Fresno BHC is building a movement to change policies and systems to create *One Healthy Fresno* for everyone.

## POSITION DESCRIPTION

Under the general supervision of the Director of Organizing and Advocacy, the Youth Engagement Coordinator (YEC) is responsible for identifying and engaging youth to increase their capacity to advocate on issues that promote their health and well-being. The YEC supports and guides young people, fosters positive relationships, develops and leads programs that strengthen professional skills, build resiliency through advocacy, promote community engagement, and create shared learning opportunities aligned with Fresno BHC's mission. This role includes developing and implementing a robust youth engagement strategy, facilitating educational workshops, attending community meetings and events, conducting public presentations, coordinating activities, and promoting Fresno BHC's overall efforts.

## RESPONSIBILITIES

1. Recruit for, coordinate, and sustain the Youth Internship Program, a year-round work-experience program for youth ages 16 – 18 who are committed to organizing their peers to support policies and programs that enhance equitable health outcomes.
2. Cultivate and promote positive relationships with youth.
3. Plan and conduct outreach to recruit young people to participate in ongoing opportunities and programming.
4. Conduct orientation and initial and ongoing training for young people on various topics (e.g., legislative and systems advocacy, leadership development, effective partnerships with adults, campaigns, strategic communications, etc.).
5. Provide ongoing support, guidance, and coaching to young people, including life domain development, conflict resolution, emotional and moral support, and providing transportation as needed.
6. Connect young people with new opportunities provided by community partners around housing, education, employment, financial capability, health/mental health, social capital, and permanence. Provide continual education about these opportunities to young people and support and coaching as they engage in them.
7. Support young people as they advocate for ensuring that the needs of youth are prioritized in the

systems designed to support them and in the broader community.

8. Mobilize young people to participate in advocacy and educational campaigns, including social media campaigns, legislative testimony, meetings with decision-makers, etc.
9. Collaborate with other staff members to coordinate services and opportunities and ensure alignment with the organization's mission and values.
10. Participate in the continuous quality improvement process to assess the efficacy of programming and drive programmatic refinements. Ensure adherence to data collection requirements.
11. Collaborate with youth-serving organizations to extend/enhance access opportunities for youth.
12. Coordinate with and support colleagues as needed or requested to provide ancillary support for other Fresno BHC projects.
13. Effectively communicate with partners and stakeholders regarding Fresno BHC-related activities and ensure that all partners receive timely communications.
14. Work with the communications team to develop compelling, accurate materials and disseminate information.
15. Produce various documents, summaries, reports, proposals, and/or literature documenting ongoing results.
16. Adhere to work plans, follow up on collaborative tasks, and assist with preparing regular progress reports.
17. Participate and represent Fresno BHC in assigned local, regional, and state meetings, events, and activities related to Fresno BHC efforts.
18. Maintain flexible hours, as some meetings and program activities may occur outside regular office hours, on weekends, and in various locations.
19. Travel as needed.
20. Other duties as assigned.

## **REQUIREMENTS**

The Youth Engagement Coordinator must be able to work with diverse cross-sections of people and serve communities with varied economic, social, racial, and cultural backgrounds. The ideal candidate will be passionate about supporting and empowering young people, advancing policy and systems change through youth organizing, and have a working knowledge of program development, community organizing, and volunteer management. The Youth Engagement Coordinator is confident with a high energy level, self-motivated, and thrives in a team environment; must be detail-oriented, highly efficient, and able to manage several priorities simultaneously. Preference for advocacy work and/or knowledge of policies, practices, and resources related to youth.

The Youth Engagement Coordinator must be a graduate of an accredited college or university with a bachelor's degree in a related field, with a minimum of one year of experience directly related to youth engagement; in lieu of a degree, the candidate must demonstrate at least three (3) years of solid and successful experience directly working with youth and achieving positive policy and systems change.

Must possess a valid California driver's license and verifiable automobile insurance, access to a reliable automobile for use on the job, pass background checks and LiveScan fingerprinting, and lift up to 40 pounds occasionally.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Deep interest in and commitment to the vision, mission, and work of Fresno BHC.
2. Understanding youth development principles and best practices.
3. Strong desire and ability to communicate, relate, and work with young people ages 13 – 25.
4. Experience working with youth in BIPOC communities, with the ability to become an excellent facilitator, trainer, manager, supervisor, and coordinator of a multi-tiered effort. Proven ability to engage and motivate young people.
5. Strong interpersonal skills with the ability to relate and communicate effectively with people/communities/organizations across systems, cultures, and socio-economic status.
6. Must be flexible and adaptable; a creative thinker and problem solver who is also open to the insight of others.
7. Display a high degree of initiative, maturity, integrity, loyalty, accountability, creativity, and sound judgment; excellence in professionalism with the ability to maintain strict confidentiality.

8. Strategic thinking and orientation abilities, including solid planning and organizational skills; attention to detail.
9. Ability to understand and carry out oral and written instructions; demonstrated ability to prioritize multiple work tasks and meet deadlines.
10. Strong listening, interpersonal, networking, and customer service skills; demonstrated ability to develop and maintain effective working relationships.
11. Ability to work independently and as a team member.
12. Ability to communicate effectively, clearly, and concisely; prepare timely, proper, and concise comprehensive reports, summaries, abstracts, correspondence, and other documentation.
13. Can effectively represent Fresno BHC and make solid and compelling presentations to diverse audiences, facilitating and managing meetings and community conversations based on collaborative and participatory models within and outside the organization.
14. Ability to gather, interpret, and organize data; translate into language the public understands.
15. Demonstrated commitment to social justice, strong analysis of systemic oppression based on race, class, gender, sexual orientation, and gender identity, and an understanding of challenges facing communities of color and low-and moderate-income youth.
16. Must understand prevention, policy, and systems change and demonstrate cultural humility.
17. Knowledge of the principles and practices of community organizing, participatory training, conflict resolution, and youth development is a prerequisite.
18. Familiarity with and ability to operate modern office equipment, including computer hardware, software, copy machines, scanners, multi-line phone systems, the Internet, and web-based applications, and proficiency in Microsoft Office Suite.
19. Ability and willingness to work nights and weekends to accommodate young people's schedules.
20. Ability to speak, read, and write a second language common in the Central Valley is highly preferred.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee must frequently stand, walk, sit, reach with hands and arms, kneel, talk, and hear. The employee must occasionally lift and/or move items weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The position typically works indoors in an air-conditioned office with natural, incandescent, and fluorescent lights. Acoustic ceilings, carpets, and sound-deadening wall panels mute typical noise levels. Frequently, the position is called upon to work outside of the office at a public meeting or event. Some occur indoors, while others occur outside with exposure to weather, temperature extremes, and moderate noise levels. This position requires travel and the ability to interact with others in both small and large group settings. This position may sometimes include extended physical activity, such as walking/standing at community events and/or moving and distributing educational materials. The employee is frequently required to meet multiple demands from several people.

*NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodation may be made to enable individuals with disabilities to perform essential functions of the job, so long as that accommodation does not create an undue hardship for the organization. However, regular attendance and promptness are part of each employee's essential job functions.*