



YOUTH LEADERSHIP INSTITUTE

Job Description

Health Equity Program Coordinator

Position Title:	Program Coordinator (based in San Francisco, CA)
Department:	San Francisco Community Based Programs
1 FTE/Classification:	Full-Time, non-exempt, \$19-\$23 per hour
Reports to:	Program Manager of San Francisco Programs
Location:	San Francisco, CA
Effective Date:	July 1st, 2018

Youth Leadership Institute (YLI) builds communities where young people and their adult allies come together to create positive community change that promotes social justice and racial equity. For over 26 years, YLI has sparked the leadership of young people to solve pressing social issues and serve our communities. Our community-based programs are located in San Francisco, Marin, San Mateo, Merced, and the Central Valley. In addition to the serving California, we provide customized trainings, consulting, evaluation, and technical assistance services nationally. YLI is committed to engaging and developing young people of color, low-income youth, and other non-traditional youth as researchers, advocates, and agents of social change.

PRIMARY FUNCTION:

The Program Coordinator (PC) will work in partnership with youth (ages 12 – 18) to organize, empower and mobilize youth and their communities to create positive change for San Francisco’s young people. The PC will train and support youth leaders to develop and deepen political consciousness, assess and understand issues impacting their health and well being, build relationships and partnerships with youth and community supporters, and drive local community campaigns. The Program Coordinator will implement this work through a social justice framework.

The Program Coordinator will oversee *Friday Night Live (FNL)*, a youth development program that promotes youth as active leaders and agents of change in their communities. FNL engages youth in campaigns focused on misperceptions of youth behaviors and attitudes. This position focuses on centering the voice, lived experience, and ideas of youth to shape the ways in which youth address inequities related to alcohol prevention, health promotion, and environmental prevention in San Francisco. The PC will identify, recruit, and retain youth leaders; supervise youth leaders; support local and countywide environmental prevention efforts; implement and manage weekly youth meetings; support assessments, and other key actions determined by the youth leaders. The PC is responsible for managing all of the logistics and tasks necessary for meeting the goals and objectives of the assigned campaigns, and for ensuring that the young people are experiencing high quality and culturally relevant leadership opportunities. The Program Coordinator will work to support the SF office’s initiatives and staff, to prepare appropriate materials, to collaborate with community partners, and to develop and lead training for youth leaders and other campaign partners.

The Program Coordinator should share YLI’s commitment to youth development and advancing the youth development field, changing policies to improve the quality of life for youth, and increasing youth civic participation at all decision-making levels.

A. RESPONSIBILITIES:

1. *Recruitment, Outreach & Promotion*

- Sustain recruitment to ensure youth membership in the campaigns
- Conduct outreach to recruit and attract dynamic and diverse team of youth leaders ☐
- Ensure balanced, demographically diverse groups of youth
- Produce appealing and relevant materials, and outreach materials ☐

2. *High-Quality Relationships with Youth and Adult Participants*

- Maintain consistent contact with youth and adult participants
- Encourage identification by members with YLI and our goals
- Utilize positive youth development and youth-adult partnership principles to guide the work
- Represent YLI to networks and community in professional way

3. *Program Leadership and Logistical Functions*

- Using YLI curriculum, plan for and deliver developmentally appropriate and engaging workshops and trainings that build leadership and organizing skills, deepen issue and community knowledge, and strengthen connections among members
- Supervise and mentor youth leaders to develop and implement youth-led campaigns that offer multiple youth leadership development opportunities ☐
- Plan and arrange meetings and events, including: preparing sites, agendas, and materials
- Conduct follow-up activities after meetings and events including: preparation and distribution of minutes and other records, carrying out tasks assigned at the meeting

4. *Management and oversight of Campaign Development and Implementation*

- Manage coordination of media and press coverage for campaigns as necessary ☐
- Employ social media tools as a method to organize youth base ☐
- Develop capacity of youth and adults to facilitate youth-led community level data gathering and ☐analysis in support of campaign actions ☐
- Manage coordination of key campaign events, like rallies, assemblies, press conferences or ☐legislative hearings as needed
- Secure support of campaigns by key stakeholders including school administrators, teachers, ☐parents, community members, policy leaders and other youth groups ☐
- Maintain and regularly update a database of allies, constituents, and opponents for use during ☐mobilization and regular communication with campaign supporters ☐

5. *Reporting & Record Keeping*

- Keep accurate, current records of participant demographics
- Maintain event summary and monthly records of activities
- Document timely completion of contractual goals and objectives, including internal and external reports
- Produce regular reports as required by funders
- Maintain supervision logs and track youth and staff progress towards goals ☐

6. *Stay informed about local issues, trends and opportunities in the field*
 - Scan local and state list serves and websites
 - Track local and countywide policies related to projects or campaigns
 - Bring issues and opportunities to the attention of supervisors and share knowledge and resources with staff

B. QUALIFICATIONS/EXPERIENCE:

- B.A. **or** a minimum of 2 to 3 years relevant experience in field of youth development
- Commitment to social justice and community organizing as a strategy to affect change
- Experience facilitating youth-driven campaigns or projects
- Familiarity with health equity and social justice frameworks
- Demonstrated capacity to work with youth and adults from communities of color and low-income communities
- Experience with social media and media relations
- Significant experience in project management
- Strong written and verbal communications skills
- Excellent follow-through skills; detail-oriented, organized, professional
- Experience with community based research or assessment
- Able to work some evenings and weekends
- Capacity to be self-motivated and ability to work in a fast-paced, multifaceted environment

C. DESIRED QUALIFICATIONS:

- Previous experience organizing campaigns to improve the lives of youth and/or adults in San Francisco County
- Experience supervision and/or mentorship of youth ☑
- Bilingual/ Bicultural a plus
- Experience training and providing technical assistance to youth and adult leaders ☑
- Knowledge of San Francisco County neighborhoods and communities

D. WORKING CONDITIONS:

1. Occasional evening and weekend hours required
2. Occasional travel to other YLI offices required

JOIN OUR TEAM

To apply, please email a cover letter, resume, and a 2–3 page writing sample with the subject line **Health Equity Program Coordinator - San Francisco** to hr@yli.org by Monday, June 25, 2018. Only complete applications will be reviewed.

The Youth Leadership Institute is an equal opportunity employer and does not discriminate against its employees or applicants based on race, color, religion, national origin, ancestry, age, medical condition, ability, veteran status, marital status, sexual orientation, or any other impermissible basis. People of color, LGBTQ persons, and people with disabilities encouraged to apply. YLI Youth Alumni who participated and completed programs at YLI are encouraged to apply.

This job description subject to revision.