



YOUTH LEADERSHIP INSTITUTE

Job Description

Youth Philanthropy Program Coordinator

Position Title:	Program Coordinator (based in San Francisco, CA)
Department:	San Francisco Community Based Programs
1 FTE/Classification:	40 hours a week, non-exempt, \$20-\$25 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) works in partnership with youth (ages 14 – 24) to organize, empower, and mobilize youth and their communities to create positive change in San Francisco. 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 with youth and community supporters, and drive citywide programming. The Program Coordinator will implement this work through a social justice framework.

The Program Coordinator will oversee *Building Leaders in Innovative New Giving (BLING)*, a youth philanthropy program of the Youth Leadership Institute. BLING engages youth as grantmakers in their own communities to fund other youth-led projects in San Francisco aimed at addressing social justice issues. Since 2013, BLING grantmakers have funded over 65 youth-led social justice projects in San Francisco. BLING's grantmakers help youth apply for grants, review applications, conduct interviews, and engage in collaborative funding decision-making. This position focuses on centering the voice, lived experience, and ideas of youth to shape the ways in which youth and adult partners address inequities in San Francisco, with a specific emphasis on inequities in the Southeast corridor. The PC's primary responsibility will be to work in partnership with local nonprofits, community partners, and youth leaders from San Francisco's Southeast Corridor, including Bayview-Hunters Point, Sunnyside, and Visitacion Valley.

The PC will identify, recruit, and retain youth leaders; supervise youth grantmakers; implement and manage youth meetings; support assessments, and support base building. The PC is responsible for managing all of the logistics and tasks necessary for meeting the goals and objectives of the assigned program, 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 community 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. Outreach and Recruitment

- Recruit young leaders to serve as Youth Grantmakers and ensure representation of youth from specific targeted populations
- Recruit, train, and support Youth Grantmakers in grantee outreach efforts
- Develop and implement outreach strategies encouraging youth from community to plan projects and apply for funding
- Work with youth to produce high quality program promotional and outreach materials

2. Technical Assistance and Support to Youth Grantees

- Support Youth Grantmakers to provide technical assistance to youth-led groups who need help with planning their projects and writing the grant
- Support communication and collaboration among youth-led grantee groups
- Support Youth Grantmakers to develop, carry out and coordinate training and assistance for those groups of young people who have received funds from YIP but need help carrying out their projects

3. Training and Support for Youth Grantmakers

- Plan and facilitate events with youth grantmakers and grantees
- Maintain high quality relationships with grant makers through consistent contact and follow through on commitments
- Develop and lead workshops and trainings for grant makers to help prepare them for their roles as grant-decision makers, outreach workers, workshop leaders, and peer coaches

4. Training and Event Coordination

- Coordinate trainings for Youth Grantmakers to help members fulfill key responsibilities
- Ensure tracking and evaluation of trainings and related activities
- Ensure set-up for all grant seeker and grantee meetings and events including: preparing sites, agendas, materials, and refreshments
- Conduct follow-up activities after meetings and events, including preparing and distributing notes; preparing additional materials; and carrying out follow-up tasks assigned at the meeting

5. Administrative, Grants Management Tasks

- Coordinate production of contract agreements with grantees, funds distribution, and contract compliance
- Coordinate monitoring of funded projects in collaboration with assigned Youth Grantmakers
- Maintain event summary and monthly report records, including participant demographics
- Organize information so that it is easily accessible, retrievable, and understandable
- Document the fulfillment of contractual goals and objectives, and prepare internal and external reports

6. Program Development and Evaluation

- Assist Program Manager in training, writing, networking, and relationship building to strengthen and improve project
- Assess project success using qualitative and quantitative measures
- Partner with other youth grantmaking bodies to ensure continued improvement of programming, share lessons learned, and develop system for referrals

B. QUALIFICATIONS/EXPERIENCE:

- B.A. or a minimum of 2 to 4 years relevant experience in field of youth development
- Commitment to social justice and community organizing as a strategy to affect change required
- Experience developing and carrying out workshops and trainings for youth and adult allies
- Experience working with youth and facilitating youth-led processes
- Demonstrated capacity to connect with and engage youth and adults who are from high risk environments, and who are marginalized because of ethnicity, income, LGBT status, immigration status, disability, or experience in mental health, juvenile justice or foster care systems
- Familiarity with San Francisco youth serving organizations
- Ability to articulate and incorporate the principles and practices of positive youth development and the connection between youth development and community development
- Experience networking with representatives of community-based organizations and local government
- Strong administrative and data management skills and ability to manage and prioritize multiple tasks
- Strong writing and public speaking skills
- Attention to detail and excellent follow-through

C. DESIRED QUALIFICATIONS:

- Experience in youth philanthropy and grantmaking
- Knowledge and experience with San Francisco political landscape
- Knowledge of San Francisco neighborhoods and communities, particularly the South East corridor
- Familiarity with social media as a tool for organizing, advocacy, and outreach
- Familiarity with youth philanthropy and/or economic equity is helpful, but not required for this position

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 **Youth Philanthropy 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.