



YOUTH LEADERSHIP INSTITUTE

Use Your Voice

Fresno BMOC Program Coordinator

Job Description

Position Title:	Fresno Boys & Men of Color Program Coordinator
Department:	Fresno Community Based Programs
1 FTE/Classification:	Full-Time, Non-Exempt, up to \$20.59 per hour
Reports to:	Fresno BMOC Program Manager
Location:	Fresno
Effective Date:	September 21, 2020

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 20 years, yli has sparked the leadership of young people to solve pressing social issues and serve our communities. YLI's community-based programs are located in San Francisco, Marin, San Mateo, Long Beach, Eastern Coachella Valley, and the Central Valley. In addition to serving 7 California counties, YLI provides customized training, 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, storytellers, and agents of social change. With support from YLI staff and through authentic partnerships with other key adult allies, young people build the skills necessary to research the issues that most affect them and their communities, develop campaigns to advocate for change, share their stories and those of their communities, and partner with local stakeholders to implement these changes in their communities.

PRIMARY FUNCTION:

Fresno Boys and Men of Color (BMOC) is a community of young leaders who heal, advocate, and serve to make a healthy home for all. The Fresno BMOC Program is coordinated by Youth Leadership Institute. The Program Coordinator (PC) works in partnership with youth (14-24) to organize, empower and mobilize youth and their communities to change the narrative around young boys and men of color in Fresno and to affect policy and systems change to improve the health outcomes of young boys and men

of color. 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, drive local community youth developed media that mobilizes supporters, creates long-term systems and/or policy change, tell their stories and those of their communities, and builds power for future victories. The major function of this role will be to work to address the needs of young boys and men of color through a strong public and community health framework by leading recruitment, training, and implementation of advocacy campaigns led by young boys and men of color to utilize storytelling and policy advocacy to shift power and narratives.

The PC will identify, recruit, and retain young boys and men of color leaders; supervise youth leaders; implement and manage youth meetings; support assessments, support base building, and support campaign actions determined by the youth leaders. The PC is responsible for managing all of the logistics and functional tasks necessary for meeting the goals and objectives of the assigned programs, and for ensuring that the young people are experiencing high-quality and culturally relevant leadership opportunities. The Program Coordinator will work to support the Fresno BMOC program, initiatives, and staff, to prepare appropriate materials, collaborate with community partners, and develop and lead training for youth leaders and other partners.

A. Responsibilities

1. Recruitment, Outreach & Promotion. Sustain recruitment to ensure young boys and men of color leadership in the program

- a. Conduct outreach to recruit and attract dynamic young boys and men of color.
- b. Produce appealing and relevant outreach materials.
- c. Attend several different coalition meetings and set up a network.

2. High-Quality Relationships to support youth development

- a. Utilize positive youth development and youth-adult partnership principles to guide the work.
- b. Represent YLI to networks and community in a professional way.
- c. Develop relationships with local leaders & decision makers.
- d. Attend local government meetings and events when needed.
- e. Hold one-on-one meetings with and provide mentorship to youth.

3. Program Leadership and Logistical Functions

- a. Using YLI curriculum, plan for and deliver developmentally appropriate and engaging workshops and training that build leadership and organizing skills, deepen issue and community knowledge, and strengthen connections among members, as well as spark transformation that leads to impactful advocacy.

- b. Supervise and mentor youth leaders to develop and implement youth-led campaigns that offer multiple youth leadership development opportunities.
- c. Plan and arrange meetings and events, including: preparing sites, agendas, and materials, and providing transportation.
- d. Conduct follow-up activities after meetings and events including: preparation and distribution of minutes and other records, carrying out tasks assigned at the meeting.
- e. Align program curriculum with the different and innovative aspects of media.
- f. Other duties and responsibilities as assigned.

4. Management and Oversight of Campaign Development and Implementation

- a. Manage coordination of media and press coverage for campaigns as necessary.
- b. Employ social media tools as a method to organize youth base.
- c. Develop capacity of youth and adults to facilitate youth-led community level data gathering and analysis in support of campaign actions.
- d. Manage coordination of key campaign events, like rallies, assemblies, press conferences or legislative hearings as needed.
- e. Secure support of campaigns by key stakeholders including school administrators, teachers, parents, community members, policy leaders and other youth groups.
- f. Maintain and regularly update a database of allies, constituents, and opponents for use during mobilization and regular communication with campaign supporters.
- g. Oversee, coordination, and development of internship programs.
- h. Attend City Council meetings, County Board of Supervisor, and state Legislature meetings as needed during campaigns.

5. Reporting & Record-Keeping

- a. Keep accurate, current records of participant demographics.
- b. Maintain event summary and monthly records of activities.
- c. Document the timely completion of contractual goals and objectives, including internal and external reports.
- d. Produce regular reports as required by funder(s).
- e. Maintain supervision logs and track youth and staff progress towards goals.
- f. Create content that are educational leaflets for recruitment.

6. Stay informed about local issues, trends and opportunities in the field

- a. Scan local and state list serves and websites.
- b. Track policy related to projects.
- c. Bring issues and opportunities to the attention of supervisors and share knowledge and resources with staff.

B. Minimum Qualifications

- Commitment to YLI's values of community, inclusion, innovation, and social justice
- B.A. and/or a minimum 2-3 years relevant experience in field of youth development/youth organizing
- Commitment to social justice, public health, and community organizing as strategies to affect change
- Experience facilitating youth-driven campaigns or projects
- Experience with social media and media relations
- Demonstrated capacity to work with youth and adults from communities of color and low-income communities
- 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
- Able to work in a fast-paced, multifaceted environment
- Computer literate in Mac Platform; proficient in Microsoft Word, Excel and Google Applications
- Capacity to be self-motivated
- Bilingual/Bicultural a plus

C. Desired Qualifications

- Experience in mentorship of youth, including ability to build rapport, relationships, and/or connect with youth
- Interest in racial justice, wellness, environmental justice, and food justice
- Experience training and providing technical assistance to youth and adult leaders
- Familiarity with social media as a tool for organizing and advocacy

JOIN OUR TEAM! To apply, email a cover letter, resume, and a (minimum) two-page writing sample with the subject line Fresno BMOG Program Coordinator, to Sher Moua, Fresno BMOG Program Manager, at smoua@yli.org.

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. Youth Alumni who have participated and completed programs at YLI are strongly encouraged to apply.