



YOUTH LEADERSHIP INSTITUTE

Use Your Voice

City of Fresno Youth Commission Program Coordinator Job Description

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| Position Title: | Program Coordinator |
| Department: | Fresno Community Based Programs |
| Classification: | Full-Time 40hours per week, non-exempt, \$20.59-\$22.50 per hour |
| Reports to: | Jose Espinoza, Program Manager |
| Location: | Fresno County |
| Effective Date: | ASAP |

YOUTH LEADERSHIP INSTITUTE:

The Youth Leadership Institute 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 the Youth Leadership Institute 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, Merced, Madera, Fresno and Tulare. In addition to serving 9 California counties, YLI provides 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, 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 respective communities.

CITY OF FRESNO YOUTH COMMISSION:

The purpose of the City of Fresno Youth Commission is to bring Fresno's young people to the decision-making table on issues impactful to youth within the jurisdiction of the city. The youth commission serves as a space where young people can work to create positive change in our community. Young people will have a voice in shaping and developing social, economic, recreational, and educational programs that serve youth.

The City of Fresno Youth Commission is to be composed of 16 youth and/or young adults, eight voting members and eight alternate, non-voting members. Two members will be appointed from each of Fresno's seven city council districts and two will be appointed at-large by the Mayor. Appointments are for a two-year term. Procedures are in place to ensure that the members of the Youth Commission are representative and inclusive of the rich diversity of the City of Fresno, including but not limited to:

- Ethnically and culturally diverse youth,
- youth with health disparities,

- youth who are out of school,
- youth who are unemployed,
- youth who are homeless, and
- youth who are LGBTQIA+

Youth commissioners are trained and supported by Youth Leadership Institute and the City of Fresno. Each year, youth commissioners benefit from youth leadership training and are tasked with prioritizing issues that most impact youth and/or that have little or no youth input or representation. A minimum of 1 proposal on a youth issue is to be brought to City Council per year.

PRIMARY FUNCTION:

The Program Coordinator (PC) works in partnership with youth (ages 15 – 21) to organize, empower and mobilize youth in the City of Fresno to win real improvements for Fresno 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 citywide and local neighborhood campaigns that mobilize supporters, create long-term systems and/or policy change, and build power for future victories. The major function of this role will be to work to address issues impacting youth in the City of Fresno and lead efforts through a strong public and community health framework by leading recruitment, training and implementation of campaigns led by youth who have been marginalized, to utilize environmental prevention strategies focusing on addressing social norms, access, media messages, laws, rules and policies.

The PC will identify, recruit, and retain youth and young adult leaders; supervise youth leaders; implement and manage youth commission 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 youth commission, and for ensuring that the young people are experiencing high quality and culturally relevant leadership opportunities. The Program Coordinator will work to support the City of Fresno Youth Commission campaigns and initiatives, prepare appropriate materials, collaborate with City of Fresno staff and partners, and develop and lead training for youth leaders.

A. Responsibilities

1. Recruitment, Outreach & Promotion

- Sustain recruitment to ensure diverse youth membership in the program
- Conduct outreach to recruit and attract a dynamic and diverse team of youth leaders that represent the seven city council districts and Mayo’s Office
- Ensure a demographically diverse groups of youth
- Produce appealing and relevant outreach materials

2. High-Quality Relationships with Youth and Adult Participants

- Maintain consistent contact with youth and young adult participants
- Develop consistent, ongoing one on one’s with youth and adult leaders to support their development
- Utilize positive youth development and youth-adult partnership principles to guide the work
- Build and maintain relationships with the City Clerk liaison, Mayor and City Council Member’s staff

- 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 the City of Fresno Youth Commission meetings and events, including: preparing sites, agendas, minutes 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 the timely completion of contractual goals and objectives, including internal and external reports
 - Produce quarterly 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
 - Stay informed and attend City Councilmember's District events when able
 - Track policy related to projects
 - Bring issues and opportunities to the attention of supervisors and share knowledge and resources with staff
- B. Minimum Qualifications
- B.A. and/or a minimum 2-3 years relevant experience in field of youth development
 - 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
- Commitment to YLI's values of community, inclusion, innovation, and social justice
- Bilingual/ Bicultural a plus

C. Desired Qualifications

- Experience organizing to win improvements in the lives of youth and/or adults in Fresno
- Experience in supervision and/or mentorship of youth
- 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 2 – 3 page writing sample with the subject line Program Coordinator - Fresno County to jespinoza@yli.org by November 30, 2020. 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. Youth Alumni who have participated and completed programs at YLI are strongly encouraged to apply.

This job description is subject to revision.