



YOUTH LEADERSHIP INSTITUTE

Use Your Voice

Program Coordinator

Friday Night Live/Club Live Program

Youth Leadership Institute (yli) brings together young people and their adult allies to create positive community change that promotes social justice and racial equity. With community-based programs based in Fresno, San Francisco, Marin, San Mateo, Merced, Long Beach and the Eastern Coachella Valley, yli engages young people of color, low-income youth, and other impacted youth as advocates of social change.

yli CORE VALUES

- **Inclusion:** Young people are profoundly impacted by policies affecting their communities. yli brings youth to the table and works to institutionalize youth voice in the decision-making process.
- **Innovation:** Youth can often see a way forward where adults cannot. yli encourages youth to identify and implement their own solutions to the issues their communities face.
- **Social Justice:** Throughout history, young people have ignited and led social justice movements to create a better world for everyone. yli helps them to focus their attention on the root causes of injustice, and sharpen the skills they need to tackle them.
- **Community:** Nobody can do it alone! Through relationship and coalition-building, yli feeds the connective tissue within our communities to power our movements with the brilliance, resourcefulness, and wisdom of our partners.

Job Summary

The Program Coordinator is a key role at yli, at the center of our program work. The major function of the Program Coordinator is to recruit, train and support youth from marginalized communities to implement policy or storytelling campaigns that address community issues through a public and community health framework. This PC role will focus on community health centered campaigns at local middle school sites in Marin County.

Key Responsibilities

Recruitment, Outreach & Promotion (15%)

Recruit diverse youth to lead campaigns:

- Conduct ongoing outreach to attract and retain a dynamic and diverse team of youth leaders, consistent with yli's anti-racism commitments.
- Produce outreach materials, including social media content.
- Represent yli by participating in local coalitions.

Program Operations & Logistical Functions (35%)

Run high-impact programs (usually up to 3 programs engaging up to 25 youth weekly, or equivalent complexity of programming):

- Customize and deliver innovative curriculum that builds youth skills related to leadership, research, storytelling, and advocacy.

- Plan and arrange meetings and events, preparing sites, agendas, and materials, and ensuring adequate meeting follow-up.
- Maintain accurate, current program records, and collect program evaluations, to support the program and meet funder reporting requirements.

Campaign Management (30%)

Develop and manage high-impact policy and/or storytelling campaigns:

- Utilizing a youth-led action research model, develop the capacity of youth and adults to facilitate youth-led community-level data gathering and analysis in support of campaign actions.
- Utilizing a youth-led storytelling model, develop the capacity of youth and adults to facilitate youth-led media projects in support of campaign actions and/or community awareness.
- Employ social media tools to organize local youth.
- Manage the coordination of key campaign events, like rallies, assemblies, press conferences, decision maker interviews, external communications, and/or legislative hearings as needed; attend and/or cover City Council meetings & County Board of Supervisor meetings as needed.
- Secure and/or amplify campaign support from key stakeholders, including school administrators, teachers, parents, community members, policy makers, and other youth groups.
- Maintain a database of allies, constituents, and opponents.

High-Quality Relationships & Mentoring (10%)

Support youth development and build community relationships:

- Maintain consistent contact with youth and adult participants, and strengthen peer-to-peer and youth-adult relationships.
- Utilize positive youth development and youth-adult partnership principles to guide the work.
- Develop and oversee internship programs, supervising and mentoring youth.
- Develop relationships with local leaders and decision-makers.

Organizational Leadership (10%)

Contribute to yli's organizational mission and goals:

- Actively participate in yli committees, meetings and activities, including organizational anti-racism work.
- Stay informed about local issues, trends and opportunities in the field, sharing relevant issues and opportunities with colleagues.

Other duties as assigned. This job description is not intended to be all-inclusive. The employee may be expected to perform other related duties to meet the ongoing needs of the organization.

Required Education and Experience

- Minimum 2-3 years of relevant experience in youth development and/or community organizing, or B.A degree in related field.
- Experience facilitating youth-driven school-based campaigns or projects.
- Demonstrated capacity to work with youth and adults from communities of color and low-income communities.

Required Skills and Qualities

- Commitment to social justice, public health, and community organizing as strategies to affect change.
- Commitment to actively dismantling systemic racism, and to continuously deepening your own

understanding of intersecting oppressions, including anti-Blackness, colorism, ageism, and gender inequities.

- Approaches young people in a manner that reflects they are whole and powerful, in a way that amplifies their voices and honors their perspectives.
- Strong written and verbal communications skills.
- Excellent follow-through skills; detail-oriented, organized, professional; can succeed in a fast-paced, multifaceted environment.
- Capacity to be self-motivated.
- Able to work some evenings and weekends.
- Computer literate in Mac platform and google suite (gmail, gdrive, gcal, gdocs, gsheets), and the capacity to quickly learn new technology.

Physical Requirements

- Capacity to communicate effectively via email, phone, and video call.
- Sitting and typing required for several hours per day.
- Occasional lifting of up to 20 lbs, to handle media equipment or promotional materials.
- Frequent local travel, and occasional in-state travel required.
- Access to a personal vehicle and clean driving record.

Compensation & Benefits

This is a part-time non-exempt position reporting to the Program Manager. Work is currently primarily remote in a hybrid structure, but, post-COVID, work will be based at our Marin office. yli salaries are adjusted based on geographic factors. The starting range for this position is \$25.25 - \$27.85 per hour.

We offer a generous benefits package, including full medical, dental and vision coverage (dependent premiums 50% paid by yli), optional health, commuter and dependent care flexible spending accounts, flexible work schedules, and 403(b) plan with 4% match after one year of service.

COVID-19 Safety and Vaccines: yli prioritizes the safety of our staff, youth participants, and the wider community. Due to the COVID-19 pandemic, staff and their supervisors work together to determine the appropriate remote or onsite work arrangement based on recommendations from government health agencies, the nature of the individual's role, and in alignment with organizational policies and departmental needs. We currently have a **mandatory vaccination policy**, including an accommodations request process for those needing religious or medical exemptions.

TO APPLY: Email a cover letter, resume, and work sample, with the subject line **Marin Program Coordinator** to: wpacheco@yli.org. (Work sample might be, for example, a 2-page writing sample, a blog post, or a piece of media or art.)

Inclusion sits at the center of yli's programs. yli 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, HIV/AIDS status and/or any other protected basis. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. People of color, LGBT persons, and people with disabilities are encouraged to apply. Youth Alumni who have participated and completed programs at yli are strongly encouraged to apply.