



YOUTH TOGETHER

OPERATIONS COORDINATOR

Job Description

About Youth Together

Youth Together (“YT”) was formed in 1996 as a community-based response to increased inter-racial conflicts and violence in our school communities. The mission of YT is to address the root causes of educational inequities by developing multiracial youth leaders and organizers grounded in the principles of peace, unity, and justice, as well as engage school community allies in the process of developing the youth-led solutions that will promote positive school and community change.

The YT program model combines multiracial youth development with community organizing and community building strategies in order to ensure that our constituent youth can effectively lead and organize school and community change initiatives that lead to long-term solutions which help create safe, respectful, equitable, and empowered communities.

Position Summary

Youth Together is currently seeking a qualified and experience candidate to join our organization as the Operations Coordinator whom will be responsible for general operations, including office management, finance and budget organization, systems/database management; communications (regular website updates, monthly newsletters, and social media platforms); support with annual organizational events and serves as a key support to the Executive Director (ED).

Operations Coordinator Areas of Responsibility

General Operations:

Office Management

- Maintain consistent office operations (i.e. provide access to facility from 9:00AM- 6:00PM Monday through Friday, properly and clearly communicate and coordinate with staff and appropriate individuals regularly)
- Maintain cleanliness (i.e. clean and organized, trash cans are visible and accessible, trash taken out at the end of the day, materials are organized, tables are clean, floors swept and clean, etc.)
- Maintain up keeping with technology devices (i.e. computers are swiped clean daily, passwords updated and change weekly, support students with printing, phone is cleaned frequently, etc.)
- General office administration, including mail distribution, answering phones, monitoring e-mail and voice mail messages, maintaining electronic and paper filing systems, and maintaining and purchasing office supplies, stationery, equipment, etc.
- Manage and evaluate vendors.
- Communication with landlord.
- Maintain physical office space (furniture, décor, storage area, etc.)

Finance and Budget

- Coordinate monthly financial reconciliations, in collaboration with the finance manager and prepare and submit monthly financial statements to the Executive Director.



- Draft annual grants, operational and cash flow budgets with the Executive Director.

Meeting Management

- Responsible for logistics, travel, material development and distribution for convenings held with staff, service providers, partners, and coalitions.

Systems/Database Management

- Work with IT consultants and other vendors to maintain and develop IT and phone systems.
- Perform basic IT troubleshooting.
- Maintain program database, including mailing lists.
- Generate reports and mailings from grants database.

Communications

- Coordinate monthly program information and participant photos for organizational newsletter
- Regularly update organization website with program updates, information, and resources
- Regularly post on social media platforms (twitter, facebook, Instagram, snapchat, etc.) to engage community with YT
- Create fliers and brochures for organization, programs, and events

Organization Events

- Coordinate, plan, and execute all logistics, budget, and outreach for annual organization events such as grassroots fundraising (3x per fiscal year), Unity Day (2x per year), Beginning and End of the Year Community Celebration
- Provide technical support for program staff with planning and budgeting events

Other Duties

- Serve as liaison to all vendors, service providers, and contractors
- Provide executive assistance support to the ED.
- Responsible for management of special projects as assigned from time-to-time by the ED.

Organizational Expectations

- Represent and model Youth Together's mission, vision, values, goals, and campaign to school communities including students, parents, faculty, staff, administrators, and community stakeholders.
- Serve as a role model and mentor for multiracial youth.
- Develop multiracial youth leaders as advocates for social justice and multiracial solidarity.
- Build and develop healthy and meaningful relationships with partners, allies, and community stakeholders.
- Work as a collective to develop and implement Youth Together's regional campaign and create space for meaningful youth participation.
- Develop and meet daily, weekly, monthly, and quarterly goals & deliverables.
- Maintain and support a positive organizational culture that reflects our values in action.
- Complete administrative tasks in a timely manner.
- Keep Youth Together spaces clean at all times.
- Maintain regular office hours.
- Must work some evenings and weekends according to organizational calendar.
- Must travel for team-related activities (retreats, networking, conferences, trainings, etc.).



- Maintain positive and consistently communication relationship with your supervisor.

Youth Together Staff Responsibilities

- Co-ordination and participation in Youth Together's program evaluation, planning processes, generating evaluation reports, and summaries as needed
- Participation in Youth Together's strategic planning processes
- Support in maintaining a positive fundraising culture in the organization
- Support in fundraising including event planning, outreach and donor acknowledgement efforts
- Support with grant report writing as needed
- Support in the development and management of yearly program budgets
- Support in board member recruitment as needed
- Representation of YT at key ally events and critical meetings when needed
- Participation in partner and ally organization events and actions that strengthen relationships and movement work

Qualifications/Experience

Youth Together is seeking the ideal candidate who has strong administrative, communications, financial and organizational skills and previous experience working in social justice youth development nonprofit sector.

- At least two or more years in youth development, program evaluation, and program planning
- Bachelor's degree and/or equivalent youth development experience
- Strong work ethic, personal organization, independent, consistent, timely follow-through, and attention to detail
- Experience and comfortable working with multiracial impacted youth and in multiracial alliances
- Passion for social and racial justice with an outgoing and inspiring personality
- Initiative-taker, energetic, and empowered problem-solver
- Ability to receive and provide direct feedback
- Ability to work collaboratively and independently
- Excellent writing/verbal skills
- Ability to work effectively with school and district staff/officials
- Ability to challenge youth to think critically and be accountable
- Ability to understand and convey a larger strategic vision to young people by connecting their personal and current issues to social justice themes and Youth Together's campaign efforts/work
- Ability to stay focused and meet goals/deliverables while balancing priorities
- Ability to break complex projects down into measurable tasks, develop concrete timelines, and outcomes
- Ability to achieve measurable outcomes and impacts

Compensation:

We are seeking a strong candidate who is committed to working fulltime for at least two or more years. Annual salary is between \$40,000 - \$45,000 payable bi-weekly with excellent benefits (medical, dental, vision) depending on experience and generous vacation, sick leave and holidays.

How to Apply:

Interest applicants should email an attached cover letter, resume, and three (3) references that details your history, experience, and expertise by February 28th, 2020 or until position is filled to employment@youthtogether.net with the subject: Operations Coordinator.



For more information about Youth Together please visit us at www.youthtogether.net

Youth Together provides equal employment opportunities (EEO) to all employees and applicants for employment without regard of race, color, ancestry, national origin, age, marital status, military or veteran status, sexual orientation, religion (including dress and grooming), sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), disability (including physical, mental, and/or HIV/AIDS status), gender (including identity and expression), genetics, or request for FMLA (if applicable). Youth Together complies with applicable state, federal, and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Youth Together is an equal opportunity employer and, as such, strongly encourages applicants whom are people of color, women, and LGBTQ to apply.