



YOUTH TOGETHER

# YOUTH ORGANIZING PROGRAM 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 a Youth Organizing (YO) Program Coordinator to support the development of our Lead Student Organizers and implement a high school leadership development program on our school sites for Core Team and General Members. The Youth Organizing Program Coordinator will also work with local community organizations to develop and advance regional and statewide educational justice campaigns.

### **YO Program Coordinator Areas of Responsibility**

#### Organizing & Leadership Development Programming:

##### *Lead Student Organizer*

- Outreach, publicize, and recruit emerging youth leaders in Oakland Unified School District comprehensive and alternative education high school sites
- Interview, assess, and select cohort of Lead Student Organizers to represent various high school sites throughout the City of Oakland
- Provide on-boarding, program and agency orientation, and community building with LSO, family/relative, and friends
- Plan and facilitate 4-week Summer Leadership Institute for ALL LSO’s using Youth Together curriculum to build and develop community/team, expertise on education and community issue, political education, campaign development, and organizing/civic engagement skills
- Develop an annual program plan with LSO detailing Student Empowerment Plan check-in’s, LSO regional convenings, Saturday Development Sessions, Core Team meetings, and retreats/fieldtrips
- Support with academic goals/achievement and help create road map of various pathway for each LSO
- Engage and expose youth to community partners, allies, and elders
- Expose youth to other local, regional, statewide, and national campaigns
- Track LSO’s organizing and leadership development in program



- Co-lead, co-coordinate, and co-facilitate meetings and events
- Plan and facilitate weekly LSO regional development meetings

#### *Core Team*

- Publicize and outreach for weekly campus Core Team meetings
- Co-coordinate and co-facilitate weekly Core Team meetings with LSO's
- Work with fellow around logistics for weekly meetings and integrate fellow in facilitation and recruitment efforts
- Provide opportunities for Core Team members to engage with community campaign efforts and organizational events

#### Organizing & Campaign Development:

##### *Community Relations*

- Foster healthy relationships with community partners, allies, constituents, and stakeholders
- Learn about on-going local, regional, statewide, and national campaigns specifically education justice campaigns

##### *Campaign Development*

- Co-develop education justice campaign with Lead Student Organizers in-service to Youth Together mission, vision, values, and theory of change
- Advocate, uplift, and center youth voice at key-decision making meetings, coalition convenings, and community meetings
- Identify capacity within Youth Together staff to play a role with the organizational to support the advancement and goal of the education justice campaign
- Provide on-going communication about campaign developments and engage the masses through YT media platforms and other accessible outlets

#### Other Duties:

- Successfully develop and implement a plan for the recruitment and development of Youth Together school teams.
- Teach ethnic studies, community organizing, violence prevention, and anti-oppression curriculum to youth.
- Provide resources, workshops, information, and opportunities regarding academic planning to Lead Student Organizers and Core Team Members.
- Provide on-going academic and college counseling to Youth Together students.
- Support youth in student recruitment and sponsorship of activities that promote peace, unity and justice.
- Facilitate and support youth with for grassroots fundraising efforts (i.e. small youth grants).
- Stay current and up to date on local, regional, state, and national education/budget policy and research data, statistics, and reports.

#### **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.



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- 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 senior level experience in youth development, campaign development, and community organizing with previous experience working in multiracial social justice nonprofit sector.

- At least two or more years in youth development, campaign development, community organizing, and youth organizing experience
- Bachelor's degree and/or equivalent youth and community organizing 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
- Understanding of historic and current local, regional, statewide, and national education issues
- 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



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- 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 \$41,000 - \$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 in youth development, campaign development, and organizing by February 28<sup>th</sup>, 2020 or until position is filled to [employment@youthtogether.net](mailto:employment@youthtogether.net) with the subject: Youth Organizing Program Coordinator.

For more information about Youth Together please visit us at [www.youthtogether.net](http://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.