



## UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

### **Youth Engagement Coordinator** **Cradle to Career Partnership** Full Time (.80 FTE) Non- Exempt Salary Range: \$17 - 18/hr

#### **Position Summary**

This position is full time (.80 FTE) non-exempt position, primarily responsible for developing and managing the activities of the United Youth Leadership Council, a component of the Youth on the Rise (YOTR), the Opportunity Youth change network for the Cradle to Career Partnership. YOTR is a multi-sector change network that is building a system of pathways that will better engage youth ages 16-24 who are not in school and not working due to economic, social, and educational barriers. The Youth Engagement Coordinator reports directly to the Senior Director of the Cradle to Career Partnership. This position requires the ability to effectively work with youth and adults in a structured, professional setting. Office location is at the main United Way of Tucson and Southern Arizona (UWTSA) campus in Tucson, Arizona. Travel in the Pima County area may be required and thus, having reliable transportation is required. Work hours for this position may vary, including some evenings and weekends.

This position requires a motivated individual with a high level of initiative, and excellent communication and management skills. This position will facilitate a council of approximately 8 youth ages 16 – 24; assist in the management of activities of the council; oversee its strategic plan; guide and develop both youth council members and YOTR partners in aspects of youth leadership; coordinate youth member application and selection process and assist with resource development for Council activities as required.

#### **Responsibilities**

##### Management

- Assist in the selection of Youth Leaders for the Council.
- Support the creation of the Council's strategic plan ensuring alignment with the YOTR Action Plan.
- Nurture the leadership skills of opportunity youth in a structured, professional non-profit setting.
- Guide and manage the activities of the Council, respecting autonomy and responsibility.
- Evaluate the Council using appropriate measures and tools.
- Supervise Opportunity Youth Interns and/or AmeriCorps members
- Assist the Opportunity Youth Change Network staff/consultant in completion of grant reports pertaining to goals of the Council.

## Planning

- Through collaboration, develop formalized structures of the Council, e.g., mission, vision, goals, and pathway plans that comply with YOTR goals.
- Co-develop a strategic plan that communicates goals, strategies, action steps, resources, benchmarks, etc. in alignment with the YOTR Action Plan.
- Plan and attend meetings, presentations, and events associated with activities of the Council.

## Facilitation

- Guide and train both youth council and YOTR partners in aspects of youth leadership and youth engagement.
- Build capacity among the members in the Council to facilitate their own meetings, organize events, activities and advocacy work.

## Public Education/Social Marketing

- Promote the activities of the United Youth Leadership Council (UYLC) throughout Pima County, the state, and nationally when appropriate.
- Use social media to connect the UYLC to Opportunity Youth, Pima County agencies, etc. following UWTSAs marketing guidelines.
- Present the work of the UYLC to the YOTR Collaborative, UWTSAs, and other agencies and organizations in Pima County.

## Resource Development

- Research and propose funding sources for UYLC activities.
- Write grants to support the work of the UYLC.
- Prepare and give presentations to prospective and/or current funders for work of UYLC, incorporating UYLC member involvement as appropriate.

## Other Duties as Assigned

### Qualifications

- Bachelor's degree in Education, Human Services, Social Work or other related field required or an Associate degree with at least two years of work experience in youth development.
- At least two years of experience working with diverse populations of youth, preferably Opportunity Youth.
- Demonstrates excellent written and oral communication skills.
- Ability to communicate with diverse audiences: youth, business, education, non-profits, government.
- Ability to use social media, and Microsoft Office Suite programs, G Suite, and other technology tools as needed.

- Comfortable in using technology during presentations
- Ability to research and generate innovative ideas.
- Demonstrates time management and organization skills.
- Capable of working independently to meet deadlines.
- Has a professional demeanor.
- Ability to maintain a flexible work schedule, adjust it as required by changing activities, and travel to work in a variety of locations throughout the metro-Tucson area
- Must possess a valid driver's license, current auto insurance, daily access to a reliable vehicle and able to occasionally lift up to 30 pounds.

Thank you for your interest in this position. Please email your resume and cover letter to:

[jdenigris@unitedwaytucson.org](mailto:jdenigris@unitedwaytucson.org)