



UNITED WAY OF TUCSON AND SOUTHERN ARIZONA Position Description

Cradle to Career Partnership Youth Engagement Coordinator Full Time Non- Exempt Salary Range: \$17 – 19.23/hr

Position Summary

This position is full time primarily responsible for developing and managing the activities of the United Youth Leadership Council, a component of Youth on the Rise (YOTR), the Opportunity Youth Change Network for the Cradle to Career Partnership (C2C). YOTR is a multi-sector change network that is building a system of pathways that will better engage young adults ages 16-24 who are not in school and not working due to economic, social, and educational barriers. More information available at www.c2cpima.org. The Youth Engagement Coordinator reports directly to the C2C Change Network Facilitator. This position requires the ability to effectively work with youth and adults in a structured, professional setting.

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 young adults ages 16 – 24; assist in the coordination of activities of the council; oversee its strategic plan; guide and develop both YOTR partners and council members in aspects of leadership; coordinate council member application and selection process and assist with resource development for Council activities as required. This position will also require a high level of administrative, equity building, organizational skills, and project management.

This is a grant funded position.

Responsibilities

Coordination

1. Guide and manage the activities of the Council, respecting autonomy and responsibility.
2. Assist in the selection of Youth Leaders for the Council.
3. Support the creation of the Council's strategic plan ensuring alignment with the YOTR Action Plan.
4. Nurture the leadership skills of Opportunity Youth in a structured, professional non-profit setting.
5. Evaluate the Council using appropriate measures and tools.
6. Assist the Opportunity Youth Change Network staff/consultant in the completion of grant reports pertaining to goals of the Council.
7. Plan, coordinate, and execute the work of mobilizing Opportunity Youth to participate in the 2020 election.

Planning

1. Through collaboration, develop formalized structures of the Council, e.g., mission, vision, goals, and pathway plans that comply with YOTR goals.
2. Co-develop a strategic plan that communicates goals, strategies, action steps, resources, benchmarks, etc. in alignment with the YOTR Action Plan.
3. Plan and attend meetings, presentations, and events associated with activities of the Council.
4. Planning, scheduling, and arrangement of voter registration activities for young adults.

Facilitation

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

Public Education/Social Marketing

1. Promote the activities of the United Youth Leadership Council (UYLC) throughout Pima County, the state, and nationally when appropriate.
2. Use social media to connect the UYLC to Opportunity Youth, Pima County agencies, etc. following UWTSa marketing guidelines.
3. Present the work of the UYLC to the YOTR Change Network, C2C Leadership Council, UWTSa staff, and other agencies and organizations in Pima County.

Resource Development

1. Research and propose funding sources for UYLC activities.
2. Write grants to support the work of the UYLC.
3. 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 experience working with youth-led community groups.
- At least two years of experience working with diverse populations of youth, preferably Opportunity Youth.
- At least two years of project management experience and youth leadership development.

- Cultivate and maintain relationships with partnered community organizations to promote the YOTR work.
- Able to handle multiple effective working relationships with staff and youth.
- Demonstrates excellent written and oral communication skills.
- Ability to communicate with diverse audiences: non-profit, youth, business, education, 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 submit resume and cover letter to:

jdenigris@unitedwaytucson.org