



POSITION TITLE: Youth Engagement Coordinator
CLASSIFICATION: Regular, non-exempt, hourly
DEPARTMENT: Program
REPORTS TO: Lead Program Coordinator
FULL-TIME/PART-TIME: Part-Time (20 hours/week)
HOURLY PAY: \$14/hour

ABOUT THE ORGANIZATION

Youth On Their Own (YOTO) strives to eliminate barriers to education and empower Pima County's homeless youth to stay in school. For over 30 years, we have supported the high school graduation of this unique demographic by providing financial assistance, basic human needs, and guidance. With the help of our supporters we empower homeless youth to remain in school and pursue opportunities for self-sufficiency.

POSITION SUMMARY

The Youth Engagement Coordinator will provide administrative support to the Youth Action Committee (YAC) as it carries out its goals. Additionally, the role's purpose is to increase youth voice and participation in YAC activities, increase membership in the YAC itself, and create an advocacy plan to increase community awareness about the YAC and TPCH work as it relates to youth homelessness. In addition, the coordinator will engage in Tucson Pima Collaboration to End Homelessness (TPCH) activities associated with the YAC and Youth Homelessness Demonstration Program (YHDP), in order to strengthen relationships between the YAC and the Continuum of Care (CoC), the community's body that coordinates housing resources. The Youth Engagement Coordinator will also assist in YHDP initiatives, such as Education Pathways and the A Way Home America Grand Challenge.

ESSENTIAL DUTIES

Youth Action Committee (YAC) Administrative Duties (35%)

- Meeting preparation and logistics: Take YAC meeting minutes, create agendas, send meeting reminders to YAC members, update YAC calendars, track YAC member attendance, schedule meeting spaces, order food, facilitate transportation logistics for YAC members, etc.
- YAC Stipends: Submit attendance records to Lead Program Coordinator for stipend disbursement, notify YAC members of stipend checks and pick up.
- Conferences & Training: Schedule trainings and professional development for YAC members, register members in required conferences, arrange flights, etc.
- Assist in facilitating YAC meetings.
- Support education pathway objectives/initiatives for the Community Coordinated Plan.

YAC Recruitment (25%)

- Work with YAC members to create a recruitment plan, implement recruiting plan, and create materials for advertising/flyers YAC committee, with the goal to strategically recruit members that represent a diverse population, and increase youth participation in YAC activities/committee.
- Attend events for YAC recruitment, manage YAC social media accounts, etc.

Community Engagement & Advocacy (25%)

- Resource/community fair registration, coordinate YAC participation in community events, coordinate any YAC volunteering opportunities, etc.
- Work with the YAC to create an advocacy plan to educate the community about youth experiences with homelessness, implement advocacy plan, create any materials related to advocacy, schedule additional advocacy trainings as needed, etc.

Tucson Pima Collaboration to End Homelessness (TPCH) Duties (15%)

- Attend TPCH board meetings, attend TPCH committee meetings as assigned (Continuum of Services, Homeless Youth Subcommittee, etc.), etc.
- Submit any YAC meeting minutes and attendance documents to the Collaborative Applicant in a timely manner.
- Attend Youth Homelessness Demonstration Program (YHDP) meetings.
- Work with YAC and TPCH on YAC governance structure proposals for the YAC committee to increase youth leadership and YAC functioning in Continuum of Care (CoC) governance. Assist in developing YAC administrative plan.
- Attend the A Way Home America convenings and National Alliance to End Homelessness Conference.
- Participate in the A Way Home America Grand Challenge.

REQUIRED QUALIFICATIONS

- Age 18-24 at time of application.
- Lived experience with homelessness as a young person/youth.
- Able to attend meetings and work on-time. If applicant has a valid driver's license: clean driving record, proof of auto insurance will be required. (If candidates do not have a driver's license it is not a disqualifier; monthly bus pass will be offered to candidates who require transportation assistance).
- Ability to travel on flights (depending on the circumstance, we may be able to work with the candidate to obtain documents necessary for travel).
- Ability to receive Fingerprint Clearance Card.
- Ability to create and maintain positive and professional interactions with YOTO staff, volunteers, donors, other agencies, the public and, most especially, the youth clients served by YOTO.
- Ability to communicate and work in collaboration with numerous supporting constituents and as part of a team.
- Ability to adapt and thrive in a variety of work settings, including professional office settings, community-based collaboration spaces, and conference/training settings.

PHYSICAL DEMANDS/WORKING CONDITIONS

- Intermittent physical activity including bending, reaching, and prolonged periods of sitting and using a computer.

Note: The intent of this position description is to provide a representative summary of the essential duties performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description.

PRE-EMPLOYMENT SCREENINGS

Youth On Their Own conducts pre-employment screenings for all positions, which includes a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States.

HOW TO APPLY

Interested applicants will submit:

- A resume
- A cover letter
- Three references

Submit documents to Diego Coronado, Lead Program Coordinator, via email at dcoronado@yoto.org. Resumes and cover letters may also be dropped off in person at Youth On Their Own administrative office, 1660 N. Alvernon Way, or the Mini-Mall, 1642 N. Alvernon Way.