



Program Coordinator

Job Description

Position Title:	Program Coordinator
Department:	Community-Based Programs
Classification:	Full-Time (40hrs/wk)/Non-Exempt - Annual \$52,000 (\$25/hour)
Reports to:	Program Manager
Location:	Marin County
Start Date:	TBD

Youth Leadership Institute (yli) builds communities where young people and their adult allies come together to create positive community change that promotes social justice and racial equity. For over 20 years, yli has sparked the leadership of young people to solve pressing social issues and serve our communities. yli's community-based programs are located in San Francisco, Marin, San Mateo, Long Beach, Eastern Coachella Valley, and the Central Valley. In addition to serving 7 California counties, yli provides customized training, consulting, evaluation, and technical assistance services nationally. yli is committed to engaging and developing young people of color, low-income youth, and other non-traditional youth as researchers, advocates, storytellers, and agents of social change. With support from yli staff and through authentic partnerships with other key adult allies, young people build the skills necessary to research the issues that most affect them and their communities, develop campaigns to advocate for change, share their stories and those of their communities, and partner with local stakeholders to implement these changes in their communities.

PRIMARY FUNCTION:

The Program Coordinator (PC) works in partnership with youth (ages 12 – 24) to organize, empower and mobilize youth and their communities to win real improvements for Marin young people. The PC will train and support youth leaders to develop and deepen political consciousness, assess and understand issues impacting their health and well being, build



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relationships and partnerships with other youth and community supporters, and drive countywide and local community campaigns that create long-term systems and/or policy change, and build power for future victories.

The PC is responsible for managing all of the logistics and functional tasks necessary for meeting the goals and objectives of the assigned programs, and for ensuring that the young people are experiencing high-quality and culturally relevant leadership opportunities. The PC will work to support overall Marin County campaigns, initiatives and staff, prepare appropriate materials, collaborate with community partners, and develop and lead training for youth leaders and other campaign partners.

This PC, like all PCs at yli, may be asked to support their peers in implementing school or community-based programming as needed.

The Program Coordinator will lead the Marin County Youth Commission(MCYC). MCYC is a group of 23 youth aged 12-23 years whose role is to act as a political voice for young people — particularly those in underserved populations, including youth of color, youth with disabilities, homeless youth, rural youth, and LGBTQ+ youth — by engaging with the Marin County Board of Supervisors and other policymakers. The Program Coordinator will also implement a school-based Friday Night Live program (FNL). FNL is an evidence-based youth development framework to aid in the reduction of youth substance use as well as implementing our Social Emotional Learning track through FNL. The PC will work directly in partnership with a variety of youth cohorts and adult allies to lead work that supports and leverages local efforts to amplify youth voices and create sustainable social justice change.

A. Responsibilities

1. **Recruitment, Outreach & Promotion. Sustain recruitment to ensure diverse youth membership in the campaigns**

- a. Conduct outreach to recruit and attract a dynamic and diverse team of youth leaders
- b. Ensure demographically diverse groups of youth
- c. Produce appealing and relevant outreach materials
- d. Attend several different coalition meetings and set up a network.

2. **High-Quality Relationships with youth to support their development**

- a. Utilize positive youth development and youth-adult partnership principles to guide the work
- b. Represent yli to networks and community in professional way
- c. Develop relationships with local leaders & decision makers.
- d. Attend local government meetings and events when needed.
- e. Hold one on ones with youth.



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3. Program Leadership and Logistical Functions

- a. Using yli curriculum, plan for and deliver developmentally appropriate and engaging workshops and training that build leadership and organizing skills,
- b. deepen issue and community knowledge, and strengthen connections among members, as well as spark transformation that leads to impactful advocacy .
- c. Supervise and mentor youth leaders to develop and implement youth-led campaigns that offer multiple youth leadership development opportunities
- d. Plan and arrange meetings and events, including: preparing sites, agendas, and materials
- e. Conduct follow-up activities after meetings and events including: preparation and distribution of minutes and other records, carrying out tasks assigned at the meeting
- f. Align program curriculum with the different and innovative aspects of media.

4. Management and oversight of Campaign Development and Implementation

- a. Manage coordination of media and press coverage for campaigns as necessary
- b. Employ social media tools as a method to organize youth base
- c. Develop capacity of youth and adults to facilitate youth-led community-level data gathering and analysis in support of campaign actions
- d. Manage coordination of key campaign events, like rallies, assemblies, press conferences or legislative hearings as needed
- e. Secure support of campaigns by key stakeholders including school administrators, teachers, parents, community members, policy leaders and other youth groups
- f. Maintain and regularly update a database of allies, constituents, and opponents for use during mobilization and regular communication with campaign supporters
- g. Oversee & development of internship programs.
- h. Attend City Council meetings & County Board of Supervisor meetings as needed during campaigns .

5. Reporting & Record Keeping

- a. Keep accurate, current records of participant demographics
- b. Maintain event summary and monthly records of activities
- c. Document the timely completion of contractual goals and objectives, including internal and external reports
- d. Produce regular reports as required by funders
- e. Maintain supervision logs and track youth and staff progress towards goals



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f. Create content that are educational leaflets for recruitment .

6. Stay informed about local issues, trends and opportunities in the field

- a. Scan local and state list serves and websites
- b. Track policy related to projects
- c. Bring issues and opportunities to the attention of supervisors and share knowledge and resources with staff

B. Minimum Qualifications

- Commitment to yli's values of community, inclusion, innovation, and social justice
- B.A. and/or a minimum 2-3 years relevant experience in field of youth development
- Commitment to social justice, public health, and community organizing as strategies to affect change
- Experience facilitating youth-driven campaigns or projects
- Experience with social media and media relations
- Demonstrated capacity to work with youth and adults from communities of color and low-income communities
- Significant experience in project management
- Strong written and verbal communications skills
- Excellent follow-through skills; detail-oriented, organized, professional
- Experience with community based research or assessment
- Able to work some evenings and weekends
- Able to work in a fast-paced, multifaceted environment
- Computer literate in Mac Platform; proficient in Microsoft Word, Excel and Google Applications
- Capacity to be self-motivated
- Bilingual/ Bicultural a plus
- Access to a personal vehicle and clean driving record, with the ability to transport youth

C. Desired Qualifications

- Experience supervision and/or mentorship of youth
- Experience training and providing technical assistance to youth and adult leaders
- Familiarity with social media as a tool for organizing and advocacy

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medical condition, ability, veteran status, marital status, sexual orientation, or any other impermissible basis. People of color, LGBTQ persons, and people with disabilities are encouraged to apply. Youth Alumni who have participated and completed programs at YLI are strongly encouraged to apply.