



United Way
of Fresno County

JOB ANNOUNCEMENT

UNITED WAY OF FRESNO COUNTY POSITION DESCRIPTION

Job Title: BHC Youth Organizer
Reports To: HUB Manager
FLSA Status: Full-Time, Exempt, Grant Funded

Salary Range: DOE

Closing Date: February 22, 2013

FRESNO BUILDING HEALTHY COMMUNITIES (BHC) YOUTH ORGANIZER

United Way of Fresno County (UWFC) seeks an individual for the position of Youth Organizer for the Fresno Building Health Communities initiative.

PROJECT DESCRIPTION

Building Healthy Communities (BHC) is a 10-year strategic initiative funded by The California Endowment (TCE) aimed at improving the health status of children and youth in fourteen (14) communities in California and to provide a blueprint for creating healthy communities through policy and systems change that is driven by intentional youth and resident engagement and systems partnerships.

Central/Southeast/Southwest Fresno BHC concluded a community-wide planning phase in 2010 and has embarked on the implementation of the community plan. The collaborative, made up of residents, systems leaders, community benefit organizations and other stakeholders, is coordinated by a host agency (United Way of Fresno County) and the Hub Committee.

POSITION DESCRIPTION

Under the general supervision of the Hub Manager of Fresno Building Healthy Communities, the Youth Organizer will be the lead staff person responsible for outreaching, recruiting, educating and engaging youth in the BHC place. Additionally the Youth Organizer will support and facilitate youth engagement and youth leadership for Fresno BHC work and partners. This will include but is not limited to recruitment of youth, ensuring that a steady number of youth are brought into the effort on a monthly basis, working with BHC youth partners to ensure that newly recruited youth are brought up to speed on issues and goals being worked on, project management of the Youth Engagement Team, group facilitation that engages and excites youth about the work, partnership development, conflict resolution, and data collection and research as it pertains to youth issues and work. The Youth Organizer will assume a high level of responsibility for connecting youth from diverse constituency groups within the community, as well as across the BHC network. This position will begin ASAP and is grant funded. The current grant runs through October 31, 2014, with an option for potential renewal. This is an **exempt** position.

RESPONSIBILITIES

1. Youth recruitment and organizing of a solid base of young people to actively engage in the youth work and policy issues through BHC.
2. Recruitment, organizing, and management of a youth BHC central table of a minimum of 20 diverse youth from throughout the Fresno BHC place while maintaining a steady flow of youth at the BHC central youth table.
3. Ensure that all youth are properly engaged, trained, and educated in the various strategies identified through the BHC work.
4. Ensure that youth voice is a part of all BHC strategy work.
5. Train adult partners on how to properly engage youth in the work being conducted.
6. Ensure active and diverse youth engagement and leadership in BHC related efforts.
7. Coordinate, facilitate, and manage the work of youth movement building and recruitment within the Central/West/Southeast Fresno BHC Place.
8. Serve as the primary point of contact for youth engagement related communication, coordination, and articulation of goals and objectives related to the Fresno BHC initiative.
9. Manage strategic communication with various community members and stakeholders regarding youth and youth-related activities.
10. Ensure that all youth organizations receive TCE and BHC communication, instructions, updates, meeting minutes, and guidelines.
11. Participate in local, regional and state activities related to youth involvement/efforts in the BHC initiative and Central/West/Southeast Fresno Place.
12. Represent youth voice in TCE and local community organizations, meetings, activities and events.
13. Document/produce ongoing results, follow up on various youth collaborative tasks, and prepare regular progress reports, funders, partner organizations, and internal purposes.
14. Manage and coordinate youth projects, youth trainings, group facilitation, and community participation in the Central/West/Southeast Fresno Place.
15. Develop and implement strategies for building alliances with strategic partners, government agencies, policy makers and other organizations to communicate the youth message and further youth-related objectives.
16. Identify and pursue other funding opportunities/sources for the initiative through grant writing and reporting.
17. Work with BHC Hub Communications Specialist in the development of promotional materials for youth-related projects/initiatives.
18. Travel as needed.
19. Potential to work nights, weekends, and non-traditional work hours.
20. Other duties as assigned.

EDUCATION AND EXPERIENCE

Bachelor's degree and at least five years experience in youth and/or community organizing, project youth development, partnership development related to youth organizing, project management with a youth emphasis and a proven record of effective youth leadership abilities or equivalent combination of education and progressively responsible experience. Experience working effectively with young people from diverse communities is mandatory.

TECHNICAL KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to work as a leader, acting collaboratively to fulfill the broad mission and specific goals of the YET and the BHC initiative.

2. Creative thinker and problem solver who is also open to the insight of others.
3. Working knowledge of principles and practices of community outreach, training, conflict resolution, planning, and evaluation.
4. Bilingual ability (English and a major client language) highly preferred.
5. Strong written and verbal communications skills.
6. Demonstrated ability to prioritize multiple work tasks and meet deadlines.
7. Demonstrated ability to work effectively with systems leaders and policymakers.
8. Must possess an understanding of prevention, policy, systems change, and cultural competency.
9. Experience in conflict resolution.
10. Demonstrated ability to develop and maintain effective working relationships with strategic partners, youth and the general public.
11. Ability to work with diverse cross-sections of young people and serve communities with diverse economic, social, racial, and cultural backgrounds.
12. Working knowledge of research and resource development techniques.
13. Group facilitation skills based on collaborative and participatory models.
14. Proper and timely record keeping and report writing methods.
15. Ability to create, maintain and track one or more budgets and develop budget narratives.
16. Ability to gather, interpret and organize data and prepare comprehensive written reports.
17. Proficiency with office computer equipment and Microsoft Office software. Word, Excel, Outlook, PowerPoint, Access.
18. Ability and means to travel as needed, proof of liability and property insurance on vehicle used is required.

OTHER QUALIFICATIONS

1. At least (5) years experience in working with governmental, non-profit, private or public organizations with a minimum of (5) years of youth organizing or youth leadership experience.
2. Understanding and commitment to youth development best practices.
3. Excellence in professionalism with the ability to maintain strict confidentiality and integrity.
4. Proven team player who assists others and asks for help when needed.
5. Strong listening, interpersonal, networking, and customer service skills.
6. Able to work effectively with people from diverse backgrounds and communities.
7. Deep interest in and commitment to the vision, mission, and work of BHC and the Youth Engagement Team.
8. Excellent verbal and written communication skills.
9. Ability to accept constructive criticism and feedback.
10. Excellent attention to detail.
11. Experience doing trainings, public presentations, marketing and public relations.
12. Ability to pass background checks including LiveScan fingerprinting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands. The employee frequently is required to stand, walk, sit, reach with hands and arms, stoop, kneel, talk and hear. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

DISCLAIMER

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

UNITED WAY OF FRESNO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

UWFC does not discriminate on the basis of race, color, religion, origin, gender, national origin, age, marital status, military service, disability or sexual orientation. Reasonable accommodation provided upon request. All applicants tentatively selected for this position will be required to pass a background screening and submit to any required tests to screen for illegal drug and alcohol use prior to appointment. Application evaluation may involve interviews, written tests and/or other appropriate screening tools.

SALARY/BENEFITS

DOE, plus benefits

CLOSING DATE: February 22, 2013

TO APPLY: Send cover letter, resume and three references along with a writing sample (no more than 10 pages) to:

Human Resources
United Way of Fresno County
4949 E. Kings Canyon Road
Fresno, CA 93727

Or email: info@unitedwayfresno.org