



YOUTH LEADERSHIP INSTITUTE

Job Announcement Youth Prevention Coordinator

The Youth Leadership Institute (YLI) seeks an innovative Youth Prevention Coordinator. This position is perfect for a visionary leader who is committed to fostering positive social change by engaging young people in their communities.

Our goal is to create systems and communities where all youth receive the support and opportunities they need to participate in the decision-making that affects their lives and to have their basic needs met. To this end, YLI promotes youth development strategies and youth leadership in social change efforts through our community-based programs, policy advocacy work and our training and technical assistance services. The Youth Leadership Institute's prevention work in Fresno has flourished in the last two years. We currently operate several Prevention Youth Councils (PYCs) addressing alcohol prevention and health promotion in both urban and rural areas of Fresno County.

Position Summary: This position is responsible for: (1) coordinating all of the logistics and functional tasks necessary for meeting the goals and objectives of the Prevention Youth Council as well as advancing campaign related activities and other program elements; and (2) ensuring that the young people in the program are having high quality personal experiences. The Youth Prevention Program Coordinator will maintain all day-to-day operations of the Prevention Youth Councils, and will coordinate the provision of training and content-related assistance with YLI's Education and Research Department.

YLI is a non-profit organization that designs and implements community-based programs that provide youth with leadership skills in the areas of drug and alcohol abuse prevention, philanthropy, and civic engagement. Building on these real-world program experiences, YLI creates curricula and training programs that foster social change efforts across the nation, all while promoting best practices in the field of youth development. For more information, visit www.yli.org.

Position Title: Youth Prevention Coordinator
Department: Fresno Community Based Programs
FTE/Classification: 40 hours/week, FT
Non-Exempt
Salary Range: \$2,600 - \$3,100 per month, DOE
Reports to: Senior Director of Programs, Fresno
Location: Fresno YLI Office

A. Duties and Responsibilities

1. Prevention Youth Council Responsibilities

- Set up for meetings and events, including: preparing sites, agendas, materials, etc.;
- Conduct follow-up activities after meetings and events including: preparation and distribution of minutes and other records, carrying out tasks assigned at the meeting;
- Prepare mailings for program participants, parents/caregivers, community partners, and other interested persons and organizations;
- With the support of the Senior Director of Programs, coordinate the logistics of campaign activities, including but not limited to: press conferences and media coverage, meetings with key stakeholders, advocacy presentations, letter-writing and petition campaigns, etc.

2. Program Coordination and Contract Support

- Coordinate program activities according to contract deliverables
- Utilize data collection methods to document program activities for reporting
- Coordinate media and press coverage for campaigns
- Track receipts and expenses related to program budget items according to the guidelines provided by supervisor

3. Youth Participant Recruitment and Relationship-Building

- Develop and implement a plan for a balanced, demographically diverse youth membership to reach targeted numbers
- Deliver content and workshops to program participants as assigned
- Develop structures for youth - adult partnerships and participation
- Maintain contact and follow through with young people on specific commitments
- Develop a sense of belonging and teamwork among youth advocates
- Utilize positive youth development principles

4. Curriculum Development & Training Delivery

- In collaboration with supervisor, assist in creating curricula, toolkits, case studies, articles and position papers to capture lessons learned and best practices for dissemination
- Develop and deliver trainings to internal participants and external clients

5. General and Other

- Maintain contact with other youth programs and services;
- Participate as a team member in organization-wide events and activities, such as YLI's annual participant orientation, fundraisers, and similar events;
- Develop a deepened understanding of youth development and exhibiting that understanding in interactions with young people (YLI will provide training and support in this area);
- Research and advance policy related changes that support the youth councils goals of achieving healthy communities;
- Promote YLI's mission and goals, including articulating the mission and taking opportunities to advance YLI's visibility when appropriate;
- Scan local and state list serves and websites
- Track local and state policy related to projects
- Bring issues and opportunities to the attention of supervisors and share knowledge and resources with staff
- Other duties as assigned

B. Minimum Education and Experience

1. B.A. and/or at least 2 years relevant experience in field of youth development. Work in public health, community organizing or public policy desirable.
2. Experience working with youth and facilitating youth-led processes.
3. Demonstrated capacity to work with youth and adults from communities of color and low-income communities.
4. Demonstrated commitment to social justice through previous work experience.
5. Understanding of environmental strategies for prevention and familiarity with evidence-based prevention strategies, including policy, community organizing and media advocacy.
6. Excellent written and verbal communications skills.
7. Ability to speak Spanish desired
8. Excellent follow-through skills; detail-oriented, organized, professional.
9. Strong research and policy analysis skills.
10. Facility working in a fast-paced, multi-faceted environment.
11. Computer literate in Mac Platform preferred, with proficiency in Microsoft Word.

C. Licenses/Certifications required:

1. If driving, a current Driver's license, current vehicle insurance certificate
2. Fingerprinting background check

D. Working conditions: (travel, weekend)

1. Occasional evening and weekend hours required
2. Ability to coordinate and facilitate meetings with external partners

E. Physical Effort

1. Occasional lifting of 10-20 lbs
2. Requires computer use each day, including typing for several hours per day

F. Environmental Conditions

1. Occasional outdoor activities

The Youth Leadership Institute is an equal opportunity employer.

JOIN OUR TEAM!

To apply, email a cover letter, resume, and writing sample to: careers@yli.org. Only complete applications will be reviewed.

Subject: [Youth Prevention Program Coordinator](#)