

Youth Programs Coordinator | El Pueblo & La Fuerza

Title: Youth Programs Coordinator

Salary: \$50,000

Full Time: 40 hours/week

Temporary: December 31, 2022

Reports to: Deputy Director

Priority Application Deadline: Wednesday, September 14, 2022

The Youth Programs Coordinator works closely with the Policy/Advocacy Team to implement the organization's field program and community engagement and organizing strategy. This position reports to the Deputy Director. This is a temporary position with the potential for the role to continue in 2023.

This position will:

1. Build relationships with volunteers, youth program participants, and adult community leaders to execute field program and strategies;
2. Promote the visibility of El Pueblo and La Fuerza in the community and online; and
3. Coordinate youth members and volunteers, leading voter registration canvases and get out the vote efforts.

Duties & Responsibilities

Community Engagement

- Develop, implement, and evaluate base-building strategies to recruit community members.
- Build and maintain strategic relationships with local grassroots organizations, non-profits, and community leaders by actively participating in coalition calls and community events.
- Build strong community relationships to support the organizations' civic engagement efforts.
- Create opportunities for community members to understand and speak out about the importance of local elections in 2022.
- Create opportunities for community members to understand and speak about policies during non-major election years.

Communications & Development

- Assist with the creation of powerful communications products including print publications, online communications, and social media.
- Work with Youth and Organizing Team to create social media content for various platforms.

Skills, Experience, and Qualifications

- Bilingual in Spanish/English;
- Experience managing a diverse team and planning/leading community events;
- Proficient in Microsoft platforms - track volunteers, manage metrics, produce reports, etc;
- Experience in politics, policy-making, and/or community organizing;
- Some knowledge of key issue areas relevant to the immigrant community in North Carolina

- Possesses excellent oral and written communication skills;
- Excellent project management skills with an ability to manage large, long-term, complex projects;
- Able to self-direct, manage multiple projects, and create individual deadlines
- Partnering attitude; high integrity/honesty, promoting accountability for self and others; and
- Ability to convene and lead meetings, deliver presentations, give speeches, and represent external audiences.

Summary of Compensation & Benefits

- Salary at \$50,000.
- We provide medical, dental, vision, and life insurance coverage. We have a generous paid time off policy. We will also provide a laptop and all necessary technology.
- In addition, we are deeply invested in supporting the professional development of all staff members.

To Apply

Please send the following to elpueblo@elpueblo.org with the subject line “Youth Programs Coordinator” and your name (no phone calls please):

- Cover letter with an overview of your professional background and interest in the position
- Your resume

Hiring Timeline

- Applications will be reviewed on a rolling basis with a priority deadline of September 14. The role will remain open until filled.
- Applicants whose skills and qualifications most closely match the needs of this role will be invited to interview with a small panel of La Fuerza and El Pueblo leaders by late September.
- We hope to extend a job offer to one candidate in late September or early October. Job offers are contingent upon successful completion of reference checks.

Should you require any accommodation during the application process, please indicate this on your application and we will work with you to meet your accessibility needs. For any questions, suggestions or required documents regarding accessibility in a different format, please contact elpueblo@elpueblo.org.

El Pueblo and La Fuerza are equal opportunity employers committed to workplace equity through ongoing learning, discussion, investment in training, and continual recommitment to our core values. Our organization considers applicants equally of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, disability, sexual orientation, or prior record of arrest or conviction.