

Position: Youth Program Organizer

Program / Department: Career Pathways, Youth Leadership and Learning

Hours: Full time; Salaried Exempt

Reports to: Director of Organizing and Community-Building

Union-Represented Position: Yes

Hope Community is an innovative Community Development organization in the Phillips Community of south Minneapolis. Our mission is to create connections that strengthen the power of community members and communities. Our work is grounded in principles of respect, connection, listening, learning, and co-creation.

Position Overview & Responsibilities

This position develops and leads Hope's Career Pathways program, Girls Empowerment (GEMS), and other youth engagement in the Youth Leadership and Learning Department.

Program Administration (80% of role)

- Develop and support the visioning and programming of youth engagement work.
- Coordinate and facilitate the Career Pathways program using a culturally specific / relevant lens, supporting youth in learning technology skills and career-building skills.
- Develop and manage relationships with youth and their families.
- Recruit and engage program participants by organizing events, utilizing professional and personal networks to conduct outreach, and building established connections.
- Cultivate and maintain relationships with community partners aligned with the work, and identify opportunities for them to get involved with Hope programming.
- Seek and supervise internship opportunities for youth program participants.
- Support youth in developing their leadership capacity through building rapport, encouraging reflection, and supporting development of healthy self-esteem.
- Create, facilitate, and/or organize workshops around technology, mental / emotional wellness, and culturally relevant topics.
- Seek and coordinate mentors, volunteers, speakers, and practitioners to work with youth program participants.
- Identify and facilitate opportunities for collaboration between Hope programs.
- Attend necessary meetings, trainings, and conferences, which may involve travel.
- Partner with YLL staff to develop, manage, and oversee program budget.

Evaluation (20% of role)

- Enter and maintain youth program data in PowerBase platform, and participate in regular team meetings to improve data collection needs and practices.
- Support Hope's fundraising department with identifying potential funding opportunities, grant reporting, and fundraising strategy related to YLL initiatives.
- Evaluate and track over time how young people feel about programs they engage with, using quantitative and qualitative measures as well as informal conversations.



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- Record and compile narrative data reflecting participants' experience and growth trajectory.
- Facilitate completion of evaluations required by external funders.
- Track participant goals and progress with evaluations conducted over the course of program years.
- Use evaluation data to develop programming and inform methods for connecting with youth.

Minimum Qualifications

- Ability to take initiative and work independently as well as to work as a member of a collaborative team; possess an entrepreneurial spirit
- Ability to coordinate and organize youth toward desired outcomes
- 1-2 years' experience utilizing culturally relevant approaches to youth and community engagement work for African American communities in particular
- Experience managing programs and budgets
- Effective written and oral communication skills
- Ability to plan and manage time, information, and multiple priorities
- Experience in working with a diverse youth and family population.
- Educational or work experience in youth development or related field

Preferred Qualifications

- Strong connections with community partners doing work aligned with Hope programming
- Experience and comfort with various forms of technology and specialized equipment, with an ability to teach others
- Experience developing curriculum and assisting youth with developing a plan of action
- Entry level research and data analysis skills

Work Environment

This role requires working conditions that include an office setting, working in a technology center, and out in the community connecting to residents and local partners. Some work may be done remotely. The schedule will vary but will include working some evenings and weekends for programming.

Salary and Benefits

- Salary Range: \$48,000 to \$52,000 DOQ
- Full medical and dental coverage (100% employer-paid premium for employee)
- Employer-paid basic life, long-term disability, and AD&D insurance
- Flexible Spending Accounts for health and dependent care expenses
- 401(k) retirement account with 50% employer match (after one year of service) up to 3% of salary
- Monthly cell phone expense reimbursement
- 20 days paid time off (PTO) plus 12 paid holidays per year
- Half-day Wellness Fridays from Memorial Day to Labor Day
- 8 days of paid leave available every year for short-term and/or chronic illness or injury

Contact



**Job Posting
Youth Program Organizer**

If interested, please send a resume and cover letter to Rachel Martinez at rmartinez@hope-community.org. Applications will be considered until the position is filled, with priority given to applications received by Wednesday July 19th.