



Job Title: Youth Programs Coordinator

Reports to: Project Director

Status: Full-time, non-exempt

About HOPE Collaborative, a project of Tides Center:

HOPE Collaborative's mission is to create community-driven and sustainable environmental change that will significantly improve the health and wellness of Oakland flatland community members. We envision vibrant Oakland neighborhoods that provide equitable access to affordable, healthy, locally grown food; safe and inviting places for physical activity and play; sustainable, successful, local economies—all to the benefit of the families and youth living in Oakland's most vulnerable neighborhoods.

One of HOPE's main areas of focus is building capacity and leadership of youth and community residents to advocate for policy and systems change for greater health and equity in their communities. HOPE Collaborative has a working partnership with East Oakland Building Healthy Communities, an initiative of The California Endowment, which gives rise to this opportunity.

Position description:

The Youth Program Coordinator supports the project partners, **East Oakland Building Healthy Communities'** (EOBHC) Youth Development and Organizing Group (YDOG) and **HOPE Collaborative's** community engagement work. Main areas of work include program design, implementation and support for a youth mini-granting program, youth and community leadership bodies, and policy initiatives.

Essential duties and responsibilities:

1. Coordinate YDOG's programs and activities (50%)
 - a. Recruit and coordinate East Oakland youth to engage in local and statewide work around EOBHC priority outcomes. Coordination includes program design, monthly conference calls, statewide convenings (2-3 per year), facilitation of youth meetings, and linking YDOG to statewide activities.
 - b. Coordinate and administer EOBHC's youth mini-granting program, including developing systems, recruiting participants, and training youth to administer the program. This will include developing materials, publicizing the program to youth groups, coordinating the granting process, evaluation, and a grant showcase/symposium.
 - c. Support YDOG, including logistics, monthly meeting, note taking, maintaining communication with YDOG members, and budgeting for programs.

2. Coordinate HOPE's Community Engagement Program, focusing on Youth Action Board (YAB) and leadership development programming (50%)
 - a. Work with HOPE Collaborative adult allies and youth-serving organizations to support activities of YAB. This may include providing logistical support, maintaining communications with youth, attending and co-facilitating weekly meetings, documenting YAB activities, and managing youth stipend program.
 - b. Work with HOPE staff and other collaborative partners to grow HOPE's community engagement program, including outreach to new members, developing and conducting orientation sessions, coordinating and facilitating introductory trainings on food systems and built environment, providing logistical support to HOPE's Leadership Institute and other leadership development programming, and managing HOPE's community stipend program.

Required knowledge, skills, and experience:

- At least 3-5 years of experience in any combination of community organizing, education, program coordination, leadership development, training, policy advocacy, and/or outreach
- At least 2 years of experience working with low-income communities of color and youth in East Oakland or similar community
- Emotional maturity, integrity, excellent judgment
- Strong interpersonal skills with a wide range of people and communities
- Excellent oral and written communication skills
- Collaborative working style
- Proficiency in Microsoft Office

Preferred knowledge, skills, and qualities:

- At least 2 years of experience working with foundation initiatives
- Familiarity with different youth development and community organizing models
- Experience with program evaluation
- Experience with grant making
- Strong facilitation skills
- Capacity to hold multiple agendas
- Knowledge or interest in food systems and/or built environment

Work environment:

While this is an office position, applicants should be aware travel to other locations in and around Oakland will be frequent. There will also be out of area travel not to exceed 10%.

To apply: Send cover letter, resume, and salary history to jobs@hopecollaborative.net with "Youth Programs Coordinator" in the subject line. Priority deadline is July 11, 2012.

Salary: \$45,760 - \$52,000, DOE. Tides Center offers a full benefits package.

HOPE Collaborative, a project of the Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual, and Transgender communities.