



FRESNO BARRIOS UNIDOS

Advocacy • Education • Wellness

Youth Leadership Coordinator

Position: Full time 40 hours a week
Salary Range: \$29,680-\$33,920 annually depending on experience and education
Supervisor: Program Manager

Primary Responsibilities

- ❖ Recruit youth to participate in Women's Empowerment program
- ❖ Maintain communication with Building Health Community (BHC)
- ❖ Maintain grant records and files
- ❖ Recruit, train, and oversee mentors
- ❖ Co-facilitate young women's circle
- ❖ Co-facilitate weekly meeting of young women
- ❖ Co-facilitate monthly and quarterly activities for Women's Empowerment program and their mentors
- ❖ Facilitate youth groups
- ❖ Coordinate young women's engagement in the BHC and state-wide policy efforts
- ❖ Participate in community (BHC) meetings
- ❖ Work with executive director to complete grant reports
- ❖ Maintain positive professional relationships with partner agencies, youth and staff
- ❖ Contribute to all aspects of program planning
- ❖ Demonstrate leadership with youth and other co-workers
- ❖ Participate in organizational and fund development activities
- ❖ Other duties as assigned

Minimum Experience & Skills – Required

- ✓ BA preferred or two years of experience working with youth
- ✓ Experience in working with youth
- ✓ Knowledge of reproductive health
- ✓ Ability to be a self starter
- ✓ Ability to be a team player
- ✓ Demonstrating friendly yet professional approach with youth
- ✓ Demonstration of strong organization skills
- ✓ Understanding and support of the organization's mission, values, and goals
- ✓ Experience in program implementation

Additional Background – Preferred

- Experience in staff/volunteer supervision
- Experience in collaborative projects
- Knowledge of program design and evaluation tools.
- Formal education and/or training in subjects related to health and youth, and/or non-profit management
- Understanding of the social justice issues related to sexual-reproductive health.
- Bilingual (Spanish and/or southeast Asian languages)
- Experience in community advocacy

How to Apply

- Please submit a cover letter detailing your experience and skills that make you an ideal candidate along with a resume. Submission can be sent to Julie Bouchareune at Julie@fresnobarriosunidos.org or delivered in person during regular business hours by 5:00pm on the deadline date. Deadline to apply is ***Friday, September 1, 2017***.

Office Address: 4403 E. Tulare Ave. Fresno, Ca 93702