# Youth Coordinator

**Job title**

Youth Coordinator

**Reports to**

Executive Director

**Based in**

Remote position, current staff in Denver, and Washington DC

**Deadline**

April 30, 2020

**Hours**

Part-Time Position (20 hours per week)

## Job Purpose and Location

NACC’s mission is to advance the rights, well-being, and opportunities of young people impacted by the child welfare system through high-quality legal representation. We believe the child welfare system works best when all parties have access to high-quality legal representation. NACC recently launched a new Strategic Plan to accelerate the growth, experience, diversity, and leadership of a national community of children’s lawyers and other child welfare professionals.

The Youth Coordinator will be the newest position on our team, playing a key role in developing and implementing new youth engagement efforts across NACC’s programs and membership network. The Youth Coordinator’s primary focus will be managing the activities, training and support for a national youth advisory board of young leaders, typically aged 20-30 and with lived experience in the child welfare system, as they contribute to advocacy and education of policymakers and legal service providers, as well as providing technical assistance on youth engagement to NACC members.

NACC seeks an advocate who can exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple projects. The Youth Coordinator must have experience partnering with young people in advocacy and preferably shares lived experience with the youth leaders. Further, we are seeking a highly collaborative individual to partner with other organizations and individuals in both child welfare reform and children’s legal services. NACC is based in Denver, Colorado with legal staff in Washington, DC. Remote applicants in all locations will be considered.

## Duties and Responsibilities

**DEVELOP AND SUPPORT A NATIONAL YOUTH ADVISORY BOARD (NYAB):**

- Apply best practices from across the youth engagement field to develop a new National Youth Advisory Board to inform NACC’s work.
- Identify, recruit and partner with young people who have experienced the child welfare system for the purpose of enhancing NACC’s current programs, including training, policy advocacy, and annual conference.
- Create and deliver high quality virtual or in-person training and professional development opportunities to the members of the NYAB.
- Build trusting, one-on-one mentor relationships with NYAB members to support them in reaching their full potential.
- Further develop youth engagement within NACC by advising and informing leadership and the Board of Directors.
- Cultivate and maintain relationship with state and regional legal services or child welfare advocacy organizations to recruit and support NYAB members.

**POLICY CHANGE AND ADVOCACY:**

- Work with the NYAB to develop state or federal policy recommendations, and/or create an advocacy campaign and oversee its implementation;
- Develop and provide leadership and policy trainings;
- Apply best practices of youth engagement and grassroots organizing to campaign activities;
- Ensure that social media campaigns are planned and implemented strategically and appropriately.
EDUCATE NACC’S MEMBERSHIP:
- Create, organize, and store materials, tools, and other resource information for legal professionals among NACC membership, including State Coordinators and Children’s Law Office Project leaders;
- Coordinate content for The Guardian, NACC’s law journal, written by NYAB youth leaders;
- Coordinate content for NACC Member Webinars developed by youth leaders;
- Publicize information about this work through written reports and public presentations.

CONFERENCE:
- Develop and host a convening of NYAB members at NACC’s annual conferences, taking place in August 2020 in Baltimore, MD or by videoconference;
- Support NYAB members at the conference both as presenters and participants;
- Provide support to conference faculty on conference presentations and discussions.

Qualifications

Minimum Qualifications include:
- Commitment to elevating leadership by youth impacted by the child welfare system;
- 2 or more years of experience supporting youth engagement or youth voice in advocacy;
- Ability to analyze and present complex legal issues in relatable, understandable ways;
- Exceptional written and oral communications skills to diverse audiences;
- Ability to handle multiple tasks and manage deadlines independently;
- Ability to work collaboratively with the NACC Team;
- Comfort presenting to large groups, small groups, and coaching one-on-one;
- Values and beliefs consistent with NACC’s Mission and Vision, Policy Agenda, and Strategic Plan.

Preferred Qualifications include:
- Lived experience in the child welfare system.
- Previous training experience, including developing trainings and presenting trainings to youth.
- Previous advocacy experience, including participating in policy campaigns or drafting policy statements at state/federal level

Hours and Salary

This is a part-time position with a maximum of 20 hours per week for $25 per hour. With additional funding the position may grow to full-time. Remote staff provided office equipment and supplies as needed.

Application Instructions

Applicants should send apply packet to NACCED@NACCchildlaw.org which includes:
1. Resume/CV;
2. Cover letter describing the applicant’s interest in advancing NACC’s mission and strategic plan and in supporting youth engagement, ideally to also include how applicant builds trusting, supportive relationships with youth who have experienced the child welfare system;
3. List of three (3) professional references, at least one of which must be able to speak to applicant’s ability to engage youth.

Applications will be accepted on a rolling basis, but applicants are encouraged to apply by April 30, 2020.
Applicants selected for an interview (by video) may be asked to provide a letter of recommendation.
Anticipated start date is May-June 2020.

NACC Non-Discrimination Policy

The National Association of Counsel for Children (NACC) does not to discriminate against any individual or group on the basis of race, culture, ethnicity, national origin, religion or religious beliefs, physical or mental disability or handicap, sex, sexual orientation, gender identity or gender expression, or age. NACC embraces diversity among its Board, staff, members, volunteers, and consultants. Candidates adding diversity to NACC’s staff are strongly encouraged to apply.