Job Announcement
Posted 10/11/21

Title: Youth Initiatives Program Coordinator
Type: Part-Time (24 hours/week average), Temporary (through July 2022)
Salary Range: $42-46,000 annual equivalent

For nearly 40 years, the National Youth Leadership Council (NYLC) has transformed classrooms, empowered teachers, and captivated students by leading the way in providing high-quality, dynamic service-learning content to school districts, classrooms, after-school programs, and everything in between. NYLC accelerates student achievement by strengthening academic, civic, and character outcomes through service-learning. We offer a variety of paths to reach service-learning excellence through online content, customized professional development, tools, resources, and more.

Current Opportunity
NYLC seeks a bilingual (Spanish), culturally competent Program Coordinator to support 30 teams of middle or high school Latinx youth from across the Country using NYLC’s service-learning process. This program is designed to support youth in addressing health, safety, and recovery from the COVID-19 pandemic in their home communities. This program is part of a broader nationwide partnership of Latin-identified and Latinx-serving community-based organizations coming together to provide accurately, timely information, education and resources to Latinx communities.

This project will unfold quickly, adhering to an ambitious timeline. Applicants for this position must be able to adapt quickly, be willing to re-prioritize when necessary, and be willing to engage directly with youth, staff, and national partners.

Essential Functions:
- Assist in coordination of the grant application and selection process.
- Create, revise, or edit program materials and communications as directed by the Project Director. May require some translation of materials from English to Spanish or vice versa.
- Track, collect, and compile required documents and data from site teams.
- Coordinate scheduling and logistics for virtual trainings, monthly meetings, coaching sessions, and monthly topics.
- Participate on the training team for national and targeted trainings.
- Serve as point of contact for youth and adult leaders from program sites, communicating via email, phone, and Zoom calls as necessary.
- Communications support including writing/editing project descriptions, simple graphic editing, collecting logos, creating social media messaging, etc.
- Serve as a discussion starter and conversation moderator in the project’s online forums.
- Coordinate participation of all site teams in the National Service-Learning Conference in April 2022; create and implement schedules, communications, and provide support on Conference days (April 20-22 and April 27, 2022).
- Provide administrative support to other project staff including the Project Advisor, Project Director, Director of Learning & Leadership, and Content Director for their project tasks.
Other Functions:
- Participate in NYLC Youth Advisory Council meetings and activities
- Lead or participate in additional youth initiatives
- Other duties as assigned

Applicant Requirements
- Bachelor’s degree in youth development or related field, or equivalent work experience
- Bi-lingual in Spanish and English
- Cultural competence with one or more Latinx communities
- Excellent verbal and written communication skills
- High level of organizational skills including attention to detail
- Flexibility, ability to work independently and cooperatively
- Effective time management skills
- Strong technology skills and ability to learn new technologies through seeking out information and support
- Experience in program coordination, scheduling, facilitating meetings, virtual meetings, and/or training programs preferred
- Experience with Latinx youth programming preferred
- Knowledge of service-learning is a plus
- Experience with Canva and/or simple graphic layout programs a plus

Work Environment
NYLC is committed to attracting and retaining a diverse staff, Board, YAC, and contractors. We will honor your experiences, perspectives, and unique identity. We strive to create and maintain working and learning environments that are inclusive, equitable and welcoming.

The position will be based in our St. Paul office at 463 Maria Ave., but will include some level of remote work to be determined after the orientation period. **Fully remote applicants living outside of the Twin Cities metropolitan area will be considered as well**; please address desired work location clearly in your cover letter. Occasional weekend or evening hours are required for training and events with students outside of school hours. Schedule may be flexible week to week; please indicate your availability/preference in the application.

To apply
Send a resume and cover letter to info@nylc.org. For questions, contact Pam Siebert during business hours at 651-689-3680 or by email, psiebert@nylc.org. Applications will be reviewed a rolling basis, with initial review occurring Oct. 25, 2021. Open until filled.