Job Announcement
Posted 01/05/22

Title: Youth Leadership Coordinator
Type: Full-Time, Temporary (through July 2022 with potential to go permanent)
Salary Range: $40-45,000 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
The Youth Leadership Coordinator will assist in ensuring positive outcomes for diverse groups of adults working with young people and youth participants themselves, in various settings through in person and online trainings on service-learning and youth leadership. This position will provide program coordination and logistical oversight to NYLC’s Youth Advisory Council. In addition, this position will assist in the planning of the National Service-Learning Conference, The Power of Young People to Change the World weekly radio show, and the overall work of the organization.

Essential Functions:
- Support NYLC’s Youth Advisory Council, ages 14-21, including the collection of applications, communications, and orientation process. Provide guidance to youth participants and effectively relate to their perspectives and experiences.
- Assist with the development and delivery of youth trainings or youth/adult partnership trainings.
- Logistical support National Service-Learning Conference.
- Work with staff to develop tools and resources that support youth leadership and service-learning.
- Communication and coordination support for youth specific programs.
- Seek, identify, and develop plans and proposals that fund youth programming efforts. Contribute program descriptions and strategies for funding proposals and reports on grant progress and activities. Seek to increase earned income through youth trainings.
- Serve as an instructional coach in NYLC’s District Wide Model for Service-Learning including developing and delivering professional development to teachers, students, and administrators and doing walkthroughs of classrooms to support teachers in increasing quality of service-learning.
• Provide mentorship to youth participants and effectively relate to their perspectives and experiences.
• Collaborate on, and implement, program evaluations to ensure that important data and program results are documented.
• Seek, identify and develop plans and proposals that fund youth programming efforts. Contribute program descriptions and strategies for funding proposals and reports on grant progress and activities. Seek to increase earned income through youth.

Other Functions
• Present with youth at local and national events, accompanying and chaperoning them, ensuring compliance with NYLC policies and procedures regarding youth travel.
• Maintain best practices in safety and liability policies for working with youth for the organization and oversee their implementation. Provide training and ongoing support for NYLC staff on applicable policies and best practices.
• Provide updates for nylc.org website, including news stories and announcements. Contribute to newsletters, marketing materials, website text, and other internal and external communications.
• Other duties as assigned.

Education: Experience and background in education, youth development, or nonprofit management, including Bachelor’s degree in these or related fields and/or relevant field experience preferred.

Work Knowledge and Experience:
• Knowledge of youth development and best practices for working with youth including youth risk policies. Commitment to youth-adult partnerships and experience working with youth and facilitating youth programming
• Ability to relate to diverse groups of adults and youth, including cultural competency
• Experience in facilitating meetings and projects involving youth from diverse backgrounds
• Minimum 2 years’ experience in program coordination
• Excellent written and verbal communication skills
• Innovative and creative
• Exceptional organizational skills
• Ability to work in a team environment
• Ability to be flexible regarding work assignments and respond positively to changing demands and priorities
• Initiative to prioritize work and juggle multiple deadlines in a fast-past environment

Physical Requirements:
• Sit for extended periods of time.
• Ability and willingness to travel
• Some late nights and weekend work required
Environmental Requirements:
Normal business will be performed indoors in an office setting. Sensory demands include use of the computer, which may cause eye strain and occasional headaches. This position may also perform work in outdoor settings at events.

Occasional evening or weekend work may be required for events, travel, or to meet deadlines. Includes travel to school sites, meetings and conferences, workshops and conferences, including NYLC’s National Service-Learning Conference.

Mental Requirements:
Requires the ability to manage multiple tasks, work under deadlines, problem-solve, and maintain appropriate working relationships with youth.

Waiver Statement:
The above statements are intended to describe the general nature and level of work being performed by the persons assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.