



At-Will Employee Job Description

Youth and Outreach Coordinator

Position Title: Youth and Outreach Coordinator
FLSA Status: Exempt
Type of Position: Full-time
Department Name: Marketing and Programs
Reports To: Marketing and Programs Director
Direct Reports: N/A

Summary: The Youth and Outreach Coordinator is responsible for developing and implementing programs that engage and support youth, while also reaching out to the community to raise awareness and promote participation in youth-related initiatives. This position involves coordinating outreach efforts, planning and executing youth programs and events, and collaborating with community partners to enhance support for young people.

Duties and Responsibilities:

- **Program Development:** Develop and implement a comprehensive youth program that aligns with the organization's goals and objectives, focusing on personal development, leadership, and community engagement.
- **Youth Engagement:** Engage with youth participants, build relationships, and create a welcoming and inclusive environment that fosters their personal growth and well-being.
- **Outreach Strategy:** Develop and implement an outreach strategy to raise awareness about ASHBA programs and services, targeting schools, community organizations, and other relevant stakeholders.
- **Partnership Development:** Establish and maintain partnerships with schools, community centers, businesses, and other organizations to enhance youth services and expand outreach efforts.
- **Event Planning:** Plan, organize, and execute youth-oriented events, workshops, and activities that promote personal development, skill-building, and community involvement.
- **Volunteer Management:** Recruit, train, and supervise volunteers to support youth programs and assist with outreach activities.
- **Advocacy and Networking:** Advocate for the needs and interests of youth within the organization and the wider community, and actively participate in relevant networking opportunities and forums.
- **Evaluation and Reporting:** Monitor and evaluate the effectiveness of youth programs, events, and outreach efforts, and prepare reports to measure outcomes and inform program improvements.



At-Will Employee Job Description

Youth and Outreach Coordinator

- Budget Management: Propose the budget for youth programs and outreach activities, ensuring efficient and effective use of resources.
- Collaboration and Teamwork: Collaborate with other staff members, departments, and external partners to ensure coordinated and impactful youth programs and outreach initiatives.
- Digital Management: Maintain ASHBA Youth social media
- Other Duties: Perform other related duties as assigned and required.

Qualifications:

- Bachelor's degree in communications, social work, psychology, education, or a related field (or equivalent experience)
- Experience working with youth in a community or organizational setting, including program planning and implementation
- Strong understanding of youth development principles, outreach strategies, and best practices
- Excellent communication and interpersonal skills, with the ability to connect with diverse audiences and build relationships
- Strong organizational and project management skills, with the ability to multitask and meet deadlines
- Knowledge of community resources, support services, and referral networks for youth
- Familiarity with relevant laws, regulations, and ethical guidelines in working with youth
- Proficiency in using computer software and online platforms for program management, outreach, and communication
- Creativity, innovation, and a passion for youth development and community engagement

Note: The job description provided above is a general outline of the responsibilities and qualifications typically associated with the role of a Youth and Outreach Coordinator. Actual job descriptions may vary depending on the specific organization and its unique requirements.

To apply, please submit resume and one-page cover letter:

Katie Porter
Programs and Marketing Director
K.Porter@asha.net