



## **Job Description**

### **YDEKC Policy and Advocacy Coordinator**

#### **Overview:**

Youth Development Executives of King County (YDEKC) connects, strengthens and amplifies the leaders of youth serving organizations so that all Black, Indigenous and youth of color thrive. YDEKC is a diverse coalition of youth-serving community based and nonprofit organizations across King County. With a focus on equity, our members embrace a youth development approach to support young people to reach the future they envision. Our members partner with schools, communities, and families, to ensure every young person has what they need to learn, grow, and thrive. YDEKC strives to center antiracist policies and practices in our work to ensure that leaders at every organizational level have opportunities to strengthen their skills and peer networks to advance along their own pathway. We also work to strengthen the youth development field through advocacy and awareness raising of the critical work that our sector does to build the ecosystem of supports young people need to thrive. See [www.ydekc.org](http://www.ydekc.org) to learn more about us.

#### **Location:**

YDEKC is currently a fully remote organization through July 2021. Upon ability to renew in person activities, YDEKC staff will be able to continue to work regularly from home, with an option to have shared desk space within our fiscal sponsor, School's Out Washington's office at 801 23<sup>rd</sup> Avenue S., Seattle, Washington. Staff meetings and programming will eventually move to a hybrid of online (mostly Zoom currently) and live meetings at various locations throughout King County.

#### **Position Summary:**

The YDEKC Policy and Advocacy Coordinator will plan, coordinate and support YDEKC's advocacy work which is focused on building more durable, sustainable and equitable funding for youth serving nonprofits and community based organizations to better support Black, Indigenous and Youth of Color.

**Reports to:** Rene Murry, Director of Public Policy and Advocacy

#### **Responsibilities:**

##### **Event Planning & Meeting Support**

- Coordinate a variety of virtual and in-person advocacy and policy related opportunities for members, such as "Lunching with Leaders", "Hot Topics" and other events that bring elected officials / decision makers and YDEKC members together to inform and catalyze action;
- Lead the King County Youth Development Advocacy Day planning and execution, tentatively planned for June 2021;
- Support the facilitation of YDEKC's Advisory Board and Advocacy Committee, such as preparing agendas, co-facilitation, communication with members, note-taking, etc.;
- Collaborate with partners to support the Youth Development Strategy Table (a statewide Youth Development effort).

##### **Policy, Advocacy, and Systems Building**

- Coordinate policy, advocacy and systems building projects that support advocacy efforts;
- Using YDEKC's Racial Equity screen, support the development of policy briefs on key issue areas, and research, track and analyze relevant legislation;
- Represent YDEKC and our members at appropriate committee meetings for external coalitions such as Seattle Human Services Coalition (SHSC), Child Welfare Advocacy Coalition (CWAC), Washington Advocacy for Homeless Youth (WACHYA), etc.



### **Communications**

- Keep informed on current research and emerging trends in youth development locally and nationally to create relevant fact sheets or presentations;
- Work with the Communications team to develop and implement a comprehensive advocacy communications plan including the creation of a variety of communication tools to inform and educate YDEKC members, policymakers, stakeholders and the community at-large about youth development and related issues;
- Design and create content for YDEKC website and other electronic communications;
- Write and/or solicit monthly newsletter content for YDEKC's e-newsletter;

### **Other Responsibilities**

- Address racism, sexism, heterosexism and other discriminatory practices
- Work toward racial equity through undoing institutional and structural racism
- Support overall office functionality and organization
- Participate in staff meetings and retreats
- Serve as an excellent ambassador for YDEKC and School's Out Washington at all times both formally and informally
- Other duties as assigned

### **Qualifications:**

- Experience in, and commitment to, the Youth Development field
- Experience in designing, coordinating, and facilitating meetings, trainings, programs, or other events in person and online (currently Zoom platform)
- Experience in government and policy environments including interacting with elected officials and in official settings
- Commitment to and experience working toward racial equity in education systems and youth development
- Proven ability to build and maintain trusting relationships with individuals and groups representing racially and ethnically different backgrounds than your own
- Ability to communicate effectively in writing and verbally, including public speaking
- Ability to work independently and as part of a collaborative team, with ability to prioritize multiple tasks
- Administrative skills including computer literacy in Microsoft Word, Excel, PowerPoint; experience with virtual platforms such as Zoom preferred
- Bachelor's Degree preferred (equivalent education and experience considered)
- **Competencies:** community-building, creativity, initiative, collaboration/partnership, project management, facilitation, attention to detail, flexibility, fostering diversity, racial equity and social justice

### **Hours and benefits:**

40 hours per week, Monday-Friday, with rare exceptions for evening or weekends

Fair Labor Standards Act (FLSA) Classification: Non-exempt

Salary: Starting Range is \$44,000 - \$48,000 annually (\$21 - \$23 per hour).

Generous benefit package including medical, dental, vision, long-term disability, retirement, work-from-home stipend, and paid time off policy.



YDEKC is fiscally sponsored by School's Out Washington (SOWA), an Equal Opportunity Employer. YDEKC and SOWA are committed to addressing racism, sexism, heterosexism and other discriminatory practices, and to working toward racial equity through undoing institutional and structural racism. Women, People of Color, and LGBTQ+ individuals are encouraged to apply.

#### **HOW TO APPLY**

Interested candidates should send their resumes and cover letters as one document to [jobs@schoolsoutwashington.org](mailto:jobs@schoolsoutwashington.org) with the subject line **"YDEKC Policy and Advocacy Coordinator."**

Cover letters should be no more than 2 pages and should outline how your professional background, experience, and interests specifically correlate to the position and Youth Development Executives of King County's mission and work.

**Applications received by Friday, January 15, 2021 will receive full consideration.** Applications will continue to be accepted after this date. However, preferential consideration is given to those resumes submitted by January 15, 2021. The announcement will remain posted until the position is filled.