



Job Description

YDEKC Program 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 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 23rd 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 Program Coordinator will plan, coordinate, support, and implement engagement and learning events and programs for members and cross-sector partners. Our learning activities focus on supporting leaders to build their own capacity by focusing on relationships and learning in community with peers, sharing from experience and gaining support from others doing similar work.

Reports to: YDEKC Partnerships and Professional Learning Manager, Anne Arias

Responsibilities:

Community Building:

- Build relationships with leaders at multiple levels of YDEKC member organizations and cross-sector partners, and facilitate community building and collaboration;
- Embed strategies and content that support social and emotional well-being and racial equity into program offerings;
- Connect with YDEKC members and others in the field to identify programs and services that will strengthen their leadership development and organizational capacity building, and retain leaders within the youth development field, with a focus on leaders of color;
- Support the facilitation of advisory groups guiding YDEKC's member engagement and cross-sector programs, such as preparing agendas, co-facilitation, communication with members, note-taking, etc.

Program Design & Coordination:

- Coordinate a variety of virtual and in-person member engagement opportunities (such as affinity groups or communities of practice) that foster a sense of belonging and are aligned with current interests and needs, so members feel welcomed, connected, supported, engaged, and activated;
- Collaborate on the design, development, and implementation of learning opportunities and events (such as Symposia or one-time workshops) for members and cross-sector partners via activities such as theme development, outreach, communications, coordinating logistics, and day-of roles;
- Work with YDEKC team to ensure alignment with other activities.



Communications & Resource Development:

- Solicit feedback and gather information to support professional development or cross-sector projects that strengthen the youth development field;
- Collaborate to support the development and improve the accessibility of resources and tools to build the capacity of leaders at all levels of youth-serving non-profit organizations;
- Support efforts to highlight and elevate the diversity of local practices, people, and organizations that are part of our membership on social media, in learning opportunities, in communication materials, etc.

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)
- 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
- Excellent customer service skills
- Ability to work independently and as part of a collaborative team
- Administrative skills including computer literacy in Microsoft Word, Excel, PowerPoint; experience with virtual platforms such as Zoom preferred
- Strong attention to detail and the ability to maintain accurate records and documentation
- Flexibility and ability to prioritize multiple tasks
- 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 \$43,000 - \$46,500 annually (\$21 - \$22 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 with the subject line "**YDEKC Program 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.