

Mission Empower Job Description

TITLE: YOUTH ENVISION CONNECTOR

SUPERVISOR: Executive Director

GENERAL DESCRIPTION: Work with the M.E. staff in providing support, empowerment, and service, mentor and leadership opportunities for youth ages 14 – 21. The Youth ENVISION Program focuses on reaching out and empowering youth who face the compounded barriers of disability, poverty, and/or racial ethnicity. The goal of Youth ENVISION is to empower youth with the full range of disabilities to be better equipped to navigate their personal transition from high school to adult life in order that youth will graduate high school career or college ready to be better prepared for a productive, independent adult life.

SPECIFIC JOB DUTIES:

1. Assist with the outreach to recruit new youth participants by: presenting to schools, social service agencies, and other providers; staffing outreach booth at community events; and work with M.E. staff to strategize for the advertising campaign using M.E.'s website and other social media outlets.
2. Lead coordinator of the Youth ENVISION summer Summits for new and returning Youth participants including: researching, planning and coordinating the two youth summits.
- 3 Coordinate self advocacy and independent living trainings including: assisting in developing or adapting curriculum for the youth summits and other trainings; assisting or leading the trainings; and developing and documenting training evaluations.
4. Assist in the coordinating of the Youth Mentor training program including: Procuring, developing and or adapting youth mentor curriculum; facilitating the trainings; and developing and documenting the training evaluations.
5. Recruit, train, and evaluate Youth mentors.
6. Coordinate and supervise the pairing of youth Mentors with youth mentees.
7. Assist with developing, distributing and compiling surveys and tabulate data for the Youth ENVISION and Mission Empower Programs annual report and other reporting instruments as needed.

8. Schedules and facilitate service opportunities for the Youth participants.
9. Facilitate the Youth Advisory Committee (YAC) which gives guidance to M.E. staff on how to improve the services of the Youth ENVISION program and the development of youths' leadership skills.
10. Facilitate youth Participants to be successful with the On Track to Post-Secondary Education weekly video modules.
11. Attend training opportunities to stay abreast of changes in educational law and other disability issues as relates to inclusion, leadership development, mentoring, transition, and family and youth engagement
12. Travel independently, as required.
13. Assist with fundraising activities, grant writing and any other activity or event that raises funds for M.E. to continue the mission as required.
14. Perform other duties that may arise that are not otherwise specified to educate, advocate or empower families and their children and youth with disabilities.

QUALIFICATIONS:

1. BA in the Human Services or education field.
2. Personal experience with a disability or parenting/family member of an individual with a disability and/or related experience may be substituted for education.
3. Knowledge of and commitment to empowerment of families and their children so that inclusion of youth with disabilities into all realms of life and society may be realized.
4. Good oral and written communication skills.
5. Requires excellent facilitation skills and organizational leadership skills.
6. Requires problem solving: make logical and judicious decisions and provide workable solutions to problems; weigh alternative decisions and reduce outcome risks.
7. Ability to meet deadlines under pressure; Goal and result oriented; ability to meet time commitments and follow through to task/job completion; strong work ethic, output, and capacity for responsibility.
8. Personal experience with a disability preferred.
9. Work respectfully and collaboratively with fellow staff, M.E. board and volunteers, and the general community.

This is a nonexempt full-time position at 40 hours weekly; Mission Empower is an equal opportunity employer.

Mission Empower Executive Director JHP 10/22/2017